



Payment Schedule 2016
Hourly Paid Employees

Period	Start date	End date	Pay date
1	14.12.2015	27.12.2015	5.1.2016
2	28.12.2015	3.1.2016	12.1.2016
3	4.1.2016	17.1.2016	25.1.2016
4	18.1.2016	31.1.2016	8.2.2016
5	1.2.2016	14.2.2016	22.2.2016
6	15.2.2016	28.2.2016	7.3.2016
7	29.2.2016	13.3.2016	21.3.2016
8	14.3.2016	27.3.2016	5.4.2016
9	28.3.2016	10.4.2016	18.4.2016
10	11.4.2016	24.4.2016	2.5.2016
11	25.4.2016	8.5.2016	16.5.2016
12	9.5.2016	22.5.2016	30.5.2016
13	23.5.2016	5.6.2016	13.6.2016
14	6.6.2016	19.6.2016	28.6.2016
15	20.6.2016	3.7.2016	11.7.2016
16	4.7.2016	17.7.2016	25.7.2016
17	18.7.2016	31.7.2016	8.8.2016
18	1.8.2016	14.8.2016	22.8.2016
19	15.8.2016	28.8.2016	5.9.2016
20	29.8.2016	11.9.2016	19.9.2016
21	12.9.2016	25.9.2016	3.10.2016
22	26.9.2016	9.10.2016	17.10.2016
23	10.10.2016	23.10.2016	31.10.2016
24	24.10.2016	6.11.2016	14.11.2016
25	7.11.2016	20.11.2016	28.11.2016
26	21.11.2016	4.12.2016	13.12.2016
27	5.12.2016	18.12.2016	27.12.2016

Dear Adecco associate,

Please take a note on 2016 salary pay dates above.

In order to secure correct and timely payment please follow these instructions:

Electronic timesheets have to be submitted by 12 (noon) on Monday.

Electronic timesheets approved by the client superior must be submitted to Adecco payroll by 12 (noon) on Tuesday.

Timesheets sent by post have to reach Adecco payroll latest by 12 (noon) on Wednesday after the end of period.

Please note that posting the return envelopes can take 2 - 5 working days.

In case the timesheets arrive late the payment will be delayed to the next pay date.

Mark the over time work hours that have been agreed with the superior.

If there is no indication of over time the hours over normal working time will be added to saldo hours.

Travel allowances will be paid with the salary.

You find the contact information of Adecco payroll department in your pay slip.

In case of any questions you can reach us by email from palkkahelpdesk@adecco.fi or by phone 046 7102 514 (service time 9 - 15).

Best regards,

Adecco payroll department