

No: 376/24

2nd December 2024

Dear Colleagues,

Royal Mail Group – Christmas Pay Dates Update for Monthly Paid Staff

Further to LTB 361/24 issued on 15th November, the CWU has continued to have discussions with the business regarding the process which monthly paid employees in RMG, including Parcellforce and RMPFSL, can request the right to have their December salaries paid on 24th December 2024.


As such please find attached a copy of the Frequently Asked Questions which contains the process and explains that employees impacted by this can contact RMG on the People App by selecting 'Ask a Question' or by raising an enquiry via My App and HR Help and register their interest in an advance, with the closing date of close of play Tuesday 10th December.

In addition, employees who do not have access to the People App (although it is encouraged to download the App for use and to access pay information) can raise an advance request by calling the HR team (number on the FAQ document).

We have been advised by the business that prior to the release of this LTB circa 250 employees had already made the request and we hope that this intervention by the CWU and the publication of the process and FAQs will be welcomed by those employees/our members, and provide those who have yet to make a request with the information to do so if they wish.

Any enquiries in relation to this LTB should be addressed to the DGSP department.

Yours sincerely,



Martin Walsh
Deputy General Secretary (Postal)

When: Monday 02 December

Channel: Signpost

Audience: All monthly paid colleagues including PFW and PFSL (instructions to managers to share with employees in their teams who are monthly paid)

Signpost heading: Reminder of 31 December pay date for monthly paid colleagues

Last month we announced that we are moving our monthly December pay date to the 31 December, instead of the earlier pay date before Christmas, as in previous years. This change is being made to benefit thousands of colleagues who receive overtime pay and will ensure that we maximise their December earnings.

If you have any further questions, please do check out the [\[Frequently Asked Questions \(FAQs\)\]](#).

We recognise that for some this change could result in short-term cash flow challenges, so the FAQs provide more detail on the approach for requesting support and the deadline for doing this.

[\[Link to FAQs\]](#) – Save as PDF

December 2024 Monthly Pay FAQs

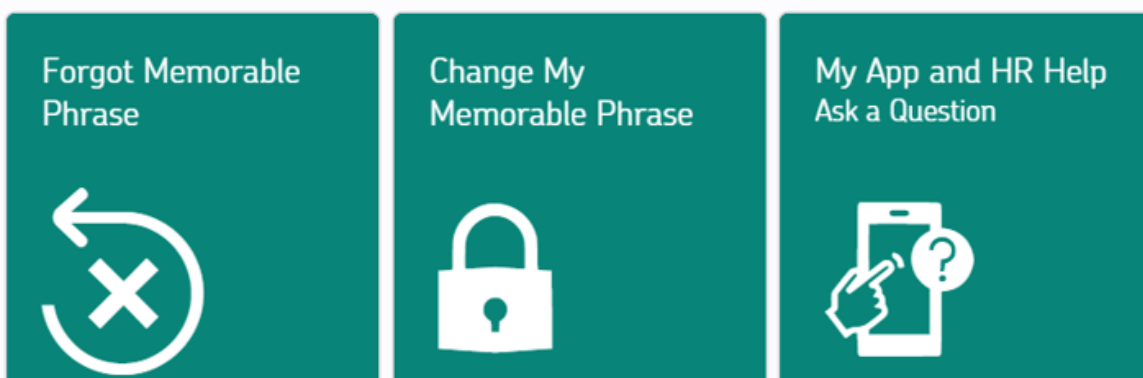
Q: Why has the pay date been changed for monthly paid employees to 31 December?

A: An earlier pay date means earlier payroll cut-offs. Last year we received a significant amount of feedback from monthly paid colleagues not wanting to wait until the end of January to receive payment for overtime worked in the run up to Christmas. We have reviewed our payroll arrangements and aligned the December pay date to the rest of the year as the last weekday of the month - 31 December; this maximises earnings for all individuals earning variable pay over Peak.

Q: I will be in financial hardship as a result of the change to the monthly pay date, can I request all of my monthly salary is still paid as normal?

A: The normal monthly pay date is the last working day of the month, hence reverting the December pay date to 31st effectively brings the pay date back to the year-round normal position. Whilst we know that realignment of the pay date will benefit those who earn overtime, we understand it may result in short-term cash flow challenges for some colleagues accustomed to early payment of December salaries. Colleagues impacted by this can contact us on the People App by selecting 'Ask a Question' or raising an enquiry via My App and HR Help and register their interest in an advance.

Go to the 'Ask a Question' tile on the People App and follow the instructions:



Q: What is the deadline for requesting an advance to my salary?

A: To receive an advance payment on 24 December for monthly paid employees, you will need to have submitted your advance request by close of play on Tuesday the 10 of December.

Q: I have already notified my bank/building society, along with the companies I have direct debits with, that I was due to be paid earlier in December 2024 and they have amended those payments to come out from my bank on that date. Can I request that part of my December salary is paid earlier?

A: If this presents short-term cash flow challenges for some colleagues accustomed to early payment of December salaries, you can contact us via the People App by selecting 'Ask a Question' or raising an enquiry via My App and HR Help and register your interest in advance of pay.

Q: I am paid weekly, what is the impact to me?

A: There is no impact on weekly paid colleagues. December payroll cut offs for weekly paid employees, accounting for December Bank Holidays as usual, are displayed on the PSP Homepage.

Q: Are there any potential drawbacks from receiving advance of pay?

A: In most circumstances, due to the advance being recovered in December salary, there will not be any tax consequences. In rare scenarios, however, HMRC could issue to Royal Mail an order to change an employee's tax code, which we would be legally required to implement. In these rare circumstances the employee would need to talk this through directly with HMRC.

Q: I have joined Royal Mail in 2024 and haven't received earlier December salary before, could I still express an interest in advance of pay?

A: We are considering requests only from the anticipated small number of colleagues who over the years have accustomed to earlier December salary payment, and who may experience short-term cash flow challenges in December 2024 as a result of this change.

Q: When will advances of pay be made?

A: Advances will be received in bank accounts on 24 December.

Q: When will pay advances be recovered?

A: Advances of pay will be recovered from your December salary which is paid on 31 December. Your December payslip will show your normal monthly pay and a deduction to the same value of the advance.

Q: I don't have access to the People App - what can I do?

A: More than 95% of our colleagues are regularly using People App to view their payslips 24/7 to raise questions, etc. We strongly advise remaining individuals to register to get the full benefits by downloading the Royal Mail People App from the Appstore. You can also raise an advance request by calling the HR team on 0345 606 0603.

Q: Last year I worked significant amounts of overtime in December, and it was not paid until January, does the change in monthly pay dates mean I will receive more or all my overtime?

A: Salary pay date on 31 December enables a later payroll cut off, allowing more of overtime worked (approximately 1 extra week) in December to be included in December salary. This year the later payment date will allow for overtime performed and keyed up to Sunday 15 December to be paid in December rather than January as would otherwise be the case. Last year we received a significant amount of feedback from monthly paid colleagues not wanting to wait until the end of January to

receive payment for Peak. We have reviewed our payroll arrangements and acted on feedback from colleagues.

Q: I have made a request to have an advance of salary paid on the 24 December 2024, but have not received a response, what can I do and/or contact?

A: We are in the process of collating registrations for advances for the small number of colleagues for whom this change presents short-term cash flow challenges. After the 10 December we will communicate with all individuals to ensure they are clear on next steps

Q: Will this advance option be available in future years?

A: We normally publish pay dates in January for the calendar year ahead, allowing employees to plan their personal finances. This year, however, as we are changing the December salary pay date from 24 December to 31 December, we are exceptionally offering a salary advance. Moving forward all monthly pay dates for the year will be the last working day of the month.

Q: When will the Christmas pay supplement and incentive underpin payment be paid for both weekly and monthly employee colleagues?

A: The Christmas Supplement will be paid to eligible employees on Friday 13 December if weekly paid, 31 December if monthly paid. The same pay dates apply for payment of the incentive underpin payment to eligible employees.