



Secretariat

10 October 2017

Original: English

Information circular

To: Members of the staff

From: The Secretary-General

Subject: **Payroll schedule for the period from 1 October 2017 to 31 December 2018**

1. The purpose of the present circular is to inform staff of the payroll schedule for the period from 1 October 2017 to 31 December 2018.
2. The payroll schedule for the period from 1 October to 31 December 2017 is shown in table 1 below.

Table 1

<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
October	9 October 2017 (Monday)	23 October 2017 (Monday)	13 October 2017 (Friday)
November	8 November 2017 (Wednesday)	23 November 2017 (Thursday)	15 November 2017 (Wednesday)
December	8 December 2017 (Friday)	15 December 2017 (Friday)	8 December 2017 (Friday)

3. The payroll schedule for the period from 1 January to 31 December 2018 is shown in table 2 below.

Table 2

<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
January	8 January 2018 (Monday)	23 January 2018 (Tuesday)	15 January 2018 (Monday)
February	8 February 2018 (Thursday)	23 February 2018 (Friday)	15 February 2018 (Thursday)



<i>Month</i>	<i>Mid-month</i>	<i>Month end</i>	<i>Human Resources cut-off date</i>
March	8 March 2018 (Thursday)	23 March 2018 (Friday)	15 March 2018 (Thursday)
April	9 April 2018 (Monday)	23 April 2018 (Monday)	16 April 2018 (Monday)
May	8 May 2018 (Tuesday)	22 May 2018 (Tuesday)	16 May 2018 (Wednesday)
June	8 June 2018 (Friday)	25 June 2018 (Monday)	15 June 2018 (Friday)
July	9 July 2018 (Monday)	23 July 2018 (Monday)	16 July 2018 (Monday)
August	8 August 2018 (Wednesday)	23 August 2018 (Thursday)	15 August 2018 (Wednesday)
September	10 September 2018 (Monday)	24 September 2018 (Monday)	14 September 2018 (Friday)
October	8 October 2018 (Monday)	23 October 2018 (Tuesday)	15 October 2018 (Monday)
November	8 November 2018 (Thursday)	23 November 2018 (Friday)	15 November 2018 (Thursday)
December	10 December 2018 (Monday)	17 December 2018 (Monday)	10 December 2018 (Monday)
