Christmas Hours and Payroll Information

Over the upcoming Christmas and New Year period. Please be aware that your pay dates will be affected.

During the Christmas break, our payroll office will be closed on the **25th** and **28th December 2026** and the **1st** and **4th January 2027**.

IMPORTANT PAYROLL DATES

Pay for hours worked during the week ending **20/12/2026** will be processed on **Wednesday** the **23rd December 2026**.

Pay for the hours worked during the week ending **27/12/2026** will be processed on **Thursday** the **31th December 2026**.

HOLIDAY PAY

Applications for annual leave over the Holiday period should be filled in via your Candidate Portal log-in. Instructions on how to do this will be emailed to you.

These requests need to be completed no later than **Friday**, the **4th of December**.

Thank You

We want to take the opportunity to thank you for your work with OneStaff and Magnetic this year.

We wish you and your whanau all the very best for the festive season and look forward to working with you again in 2027!

If you have any queries, please don't hesitate to contact us on 0800 178 233

OneStaff MAGNETIC