

PAYROLL DEADLINES - ACADEMIC YEAR 2021/22

PLEASE NOTE - EARLY DEADLINES IN DECEMBER due to Christmas closure

MONTH	FEE / OVERTIME CLAIM FORMS & MONTHLY HOURS RETURNS	PS INPUT	SEoC APP HRS TRANSFER	
	<u>TO PAYROLL</u>	<u>TO PS SECTION</u>	<u>TO SAP</u>	<u>PAYDAY</u>
October 2021	Tues 12th	Fri 8th	Mon 18th	Fri 29th
November 2021	Fri 12th	Wed 10th	Thur 18th	Tues 30th
December 2021	Fri 3rd	Wed 1st	Thur 9th	Fri 31st
<i>New starters, who commence after Friday 4th December, will not be paid until January 2021</i>				
January 2022	Wed 12th	Mon 10th	Tues 18th	Mon 31st
February 2022	Fri 11th	Thur 10th	Fri 18th	Mon 28th
March 2022	Fri 11th	Thur 10th	Fri 18th	Thur 31st
April 2022	Tues 12th	Fri 8th	Tues 19th	Fri 29th
May 2022	Thur 12th	Tues 10th	Wed 18th	Tues 31st
June 2022	Fri 10th	Fri 10th	Mon 20th	Thur 30th
July 2022	Tues 12th	Fri 8th	Mon 18th	Fri 29th
August 2022	Fri 12th	Wed 10th	Thur 18th	Wed 31st
September 2022	Mon 12th	Fri 9th	Mon 19th	Fri 30th

ANY REQUESTS FOR PAYROLL CHANGES, RECEIVED AFTER THE DEADLINES, WILL NOT BE PROCESSED UNTIL THE FOLLOWING MONTH