

**PAYROLL DEADLINES - ACADEMIC YEAR 2022/23**

**PLEASE NOTE - EARLY DEADLINES IN DEC (due to Christmas closure) & APR (due to Easter Bank Hols)**

MONTH	FEE / OVERTIME CLAIM FORMS & MONTHLY HOURS RETURNS	PS INPUT	SEoC - HRS APPROVED BY THIS DATE WILL BE INCLUDED IN THE NEXT PAYDAY	<u>PAYDAY</u>
	<u>TO PAYROLL</u>	<u>TO PS SECTION</u>	<u>TO SAP</u>	
October 2022	Wed 12th	Mon 10th	Tues 18th	<b>Mon 31st</b>
November 2022	Fri 11th	Thur 10th	Fri 18th	<b>Wed 30th</b>
<b>December 2022</b>	<b>Mon 5th</b>	<b>Fri 2nd</b>	<b>Fri 9th</b>	<b>Fri 30th</b>
<b><i>New starters, who commence after Monday 5th December, will not be paid until January 2023</i></b>				
January 2023	Thur 12th	Tues 10th	Tues 18th	<b>Tues 31st</b>
February 2023	Fri 10th	Fri 10th	Fri 17th	<b>Tues 28th</b>
March 2023	Fri 10th	Fri 10th	Mon 20th	<b>Fri 31st</b>
April 2023	Wed 12th	<b>Thur 6th</b>	Tues 18th	<b>Fri 28th</b>
May 2023	Fri 12th	Wed 10th	Thurs 18th	<b>Wed 31st</b>
June 2023	Mon 12th	Fri 9th	Mon 19th	<b>Fri 30th</b>
July 2023	Wed 12th	Mon 10th	Tues 18th	<b>Mon 31st</b>
August 2023	Fri 11th	Thur 10th	Fri 18th	<b>Thur 31st</b>
September 2023	Tues 12th	Fri 8th	Mon 19th	<b>Fri 29th</b>

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