

PAYROLL DEADLINES - ACADEMIC YEAR 2023/24

PLEASE NOTE - EARLY DEADLINES IN DEC (due to Christmas closure)

MONTH	FEE / OVERTIME CLAIM FORMS & MONTHLY HOURS RETURNS	PS INPUT	SEoC - HRS APPROVED BY THIS DATE WILL BE INCLUDED IN THE NEXT PAYDAY	PAYDAY
	<u>TO PAYROLL</u>	<u>TO PS SECTION</u>	<u>TO SAP</u>	
October 2023	Thur 12th	Tues 10th	Wed 18th	Tues 31st
November 2023	Fri 10th	Fri 10th	Mon 20th	Thurs 30th
December 2023	Tues 5th	* Mon 4th	Mon 11th	Fri 29th
* New starters, who commence after Tuesday 5th December, will not be paid until January 2024				
January 2024	Fri 12th	Wed 10th	Thur 18th	Wed 31st
February 2024	Mon 12th	Fri 9th	Mon 19th	Thur 29th
March 2024	Tues 12th	Fri 8th	Mon 18th	Thur 28th
April 2024	Fri 12th	Wed 10th	Thurs 18th	Tues 30th
May 2024	Fri 10th	Fri 10th	Mon 20th	Fri 31st
June 2024	Wed 12th	Mon 10th	Tues 18th	Fri 28th
July 2024	Fri 12th	Wed 10th	Thurs 18th	Wed 31st
August 2024	Mon 12th	Fri 9th	Mon 19th	Fri 30th
September 2024	Thur 12th	Tues 10th	Wed 18th	Mon 30th

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