

Payroll Deadlines - Academic Year 2025/26

Please note - early deadlines in dec (due to Christmas closure)

Month	Deadline for SEOC Approval	Payday
October 2025	Monday 20th	Friday 31st
November 2025	Tuesday 18th	Friday 28th
December 2025	Friday 12th	Wednesday 31st
*New starters, who commence after 5th December, will not be paid until January 2026		
January 2026	Monday 19th	Friday 30th
February 2026	Wednesday 18th	Friday 27 th
March 2026	Wednesday 18th	Tuesday 31 st
April 2026	Monday 20th	Thursday 30 th
May 2026	Monday 18th	Friday 29 th
June 2026	Thursday 18th	Tuesday 30 th
July 2026	Monday 20th	Friday 31 st
August 2026	Tuesday 18th	Friday 28 th
September 2026	Friday 18th	Wednesday 30th

Any requests for payroll changes, received after the deadlines, will not be processed until the following month.