PAYROLL DEADLINES - ACADEMIC YEAR 2024/25

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 APP HRS TRANSFER	
	TO PAYROLL	**TO PS SECTION**	**TO SAP**	**PAYDAY**
October 2024	**Fri 11th**	**Thurs 10th**	**Fri 18th**	**Thurs 31st**
November 2024	Tues 12th	Fri 8th	Mon 18th	Fri 29th
December 2024	**Fri 6th**	**Thurs 5th**	**Fri 13th**	Tues 31st
New starters, who commence after Friday 6th December, will not be paid until January 2025				
January 2025	Fri 10th	Fri 10th	Mon 20th	**Fri 31st**
February 2025	Wed 12th	Mon 10th	Tues 18th	**Fri 28th**
March 2025	Wed 12th	Mon 10th	Tues 18th	**Mon 31st**
April 2025	Fri 11th	Thurs 10th	Tues 22nd	**Wed 30th**
May 2025	Mon 12th	Fri 9th	Mon 19th	**Fri 30th**
June 2025	Thur 12th	Tues 10th	Wed 18th	**Mon 30th**
July 2025	Fri 11th	Thurs 10th	Fri 18th	**Thur 31st**
August 2025	Tues 12th	Fri 8th	Mon 18th	**Fri 29th**
September 2025	Fri 12th	Wed 10th	Thurs 18th	**Tue 30th**

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