

PAYROLL DEADLINES 2019/20 (mid monthly paid)

Ad-hoc Fees and Expenses (not Staff Expenses)

Before the payroll department can process ad-hoc fees and expenses for payment on the mid monthly payroll, the claim must have been scrutinised.

This ensures that the claim has:

1. Been authorised by the correct budget holder.
2. Been costed accurately.
3. Contains all of the individual's personal information needed in order to process payment.

Please note that if any of the above information is missing, the claim will be returned to the individual/Department for correction. This will result in the employee being removed from the current payroll run.

The date Shown in **column 3** is the **last date** on which the Financial Services **Payroll Department** will accept any claim for payment for the pay day shown in **column 2**. Any amendments received after the deadline date will be processed in the following period.

Column 1	Column 2	Column 3
Pay Month	Pay Day	Deadline for Claims to Payroll
2019		
Sep	13/09/2019	30/08/2019
Oct	15/10/2019	30/09/2019
Nov	15/11/2019	31/10/2019
Dec	13/12/2019	29/11/2019
2020		
Jan	15/01/2020	20/12/2019
Feb	14/02/2020	31/01/2020
Mar	13/03/2020	28/02/2020
Apr	15/04/2020	27/03/2020
May	15/05/2020	30/04/2020
Jun	15/06/2020	29/05/2020
Jul	15/07/2020	30/06/2020
Aug	14/08/2020	30/07/2020
Sept	15/09/2020	28/08/2020