

HR DEADLINES 2017-2018

In order to ensure that contracts and contract amendments are actioned and employees are paid promptly and accurately for the work that they do, the correct and complete paperwork should be submitted to the HR Office (room 110 in Whiteknights House) according to the timescales below.

All Authorised documents to be received by HR	Timesheet deadlines (pay until Sunday before deadline)	Signed acceptance to be received by HR to ensure payment	Pay date
	12noon		
Mon 25 September 2017	Mon 2 October 2017	Fri 6 October 2017	Tue 31 October 2017
Thu 26 October 2017	Mon 6 November 2017	Fri 3 November 2017	Thu 30 November 2017
Thu 23 November 2017	Mon 4 December 2017	Mon 4 December 2017	Wed 20 December 2017
Wed 20 December 2017	Mon 8 January 2018	Fri 5 January 2018	Wed 31 January 2018
Wed 24 January 2018	Mon 5 February 2018	Tues 6 February 2018	Wed 28 February 2018
Thu 22 February 2018	Mon 5 March 2018	Tues 6 March 2018	Wed 28 March 2018
Thu 22 March 2018	Mon 2 April 2018	Thu 5 April 2018	Mon 30 April 2018
Wed 25 April 2018	Mon 7 May 2018	Mon 7 May 2018	Thu 31 May 2018
Thu 24 May 2018	Mon 4 June 2018	Wed 6 June 2018	Fri 29 June 2018
Fri 22 June 2018	Mon 2 July 2018	Wed 4 July 2018	Tue 31 July 2018
Tue 24 July 2018	Mon 6 August 2018	Fri 3 August 2018	Fri 31 August 2018
Tue 21 August 2018	Mon 3 September 2018	Wed 5 September 2018	Fri 28 September 2018
Fri 21 September 2018	Mon 1 October 2018	Fri 5 October 2018	Wed 31 October 2018
Thu 25 October 2018	Mon 5 November 2018	Mon 5 November 2018	Fri 30 November 2018