

HR DEADLINES 2018-2019

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		
Thu 22 November 2018	Mon 3 December 2018	Mon 3 December 2018	Thu 20 December 2018
Thu 20 December 2018	Mon 7 January 2019	Fri 4 January 2019	Thu 31 January 2019
Thu 24 January 2019	Mon 4 February 2019	Tues 5 February 2019	Thu 28 February 2019
Thu 21 February 2019	Mon 4 March 2019	Tues 5 March 2019	Fri 29 March 2019
Thu 21 March 2019	Mon 1 April 2019	Thu 4 April 2019	Tues 30 April 2019
Wed 24 April 2019	Mon 6 May 2019	Mon 6 May 2019	Fri 31 May 2019
Thu 23 May 2019	Mon 3 June 2019	Wed 5 June 2019	Fri 28 June 2019
Fri 21 June 2019	Mon 1 July 2019	Wed 3 July 2019	Wed 31 July 2019
Tues 23 July 2019	Mon 5 Aug 2019	Friday 2 August 2019	Fri 30 August 2019
Tues 20 August 2019	Mon 2 September 2019	Wed 4 September 2019	Mon 30 September 2019
Fri 20 September 2019	Mon 30 September 2019	Fri 4 October 2019	Thu 31 October 2019
Thu 24 October 2019	Mon 4 November 2019	Mon 4 November 2019	Fri 29 November 2019
Fri 22 November 2019	Mon 2 December 2019	Mon 2 December 2019	Fri 20 December 2019
Fri 20 December 2019	Mon 6 January 2020	Fri 3 January 2020	Fri 31 January 2020