

HR DEADLINES 2020-2021

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
	12 noon		
Fri 20 December 2019	Mon 6 January 2020	Fri 3 January 2020	Fri 31 January 2020
Thu 23 January 2020	Mon 3 February 2020	Tue 4 February 2020	Fri 28 February 2020
Thu 20 February 2020	Mon 2 March 2020	Tue 3 March 2020	Tue 31 March 2020
Thu 19 March 2020	Mon 6 April 2020	Wed 8 April 2020	Thu 30 April 2020
Thu 23 April 2020	Mon 4 May 2020	Mon 4 May 2020	Fri 29 May 2020
Thu 21 May 2020	Mon 8 Jun 2020	Wed 10 Jun 2020	Tue 30 June 2020
Fri 19 Jun 2020	Mon 6 Jul 2020	Mon 6 Jul 2020	Fri 31 July 2020
Thu 23 Jul 2020	Mon 3 Aug 2020	Mon 3 August 2020	Fri 28 August 2020
Thu 20 August 2020	Mon 7 September 2020	Fri 4 September 2020	Wed 30 September 2020
Fri 18 September 2020	Mon 5 October 2020	Fri 2 October 2020	Fri 30 October 2020
Fri 23 October 2020	Mon 2 November 2020	Mon 2 November 2020	Mon 30 November 2020
Fri 20 November 2020	Mon 7 December 2020	Wed 2 December 2020	Tue 22 December 2020
Fri 18 December 2020	Mon 4 January 2021	Fri 1 January 2021	Fri 29 January 2021