

# CAMPUS JOBS PAY DEADLINES 2020/2021

We expect workers to submit their timesheets weekly. Any timesheets approved after the manager deadline will be paid in the following month.

Effective 2<sup>nd</sup> January 2019, you have **40 days** from the end of the timesheet week to submit your hours. After **40 days** you will no longer have access to the timesheet week and cannot be paid.

Work eligible to be paid this month up to and including:	Deadline for workers to submit timesheet - 10am (week ending on a Sunday)	Deadline for managers to approve submitted timesheets - 6pm	Pay Date
Sunday 12 <sup>th</sup> January	Monday 13 <sup>th</sup> January	Monday 20 <sup>th</sup> January	Friday 31 <sup>st</sup> January
Sunday 9 <sup>th</sup> February	Monday 10 <sup>th</sup> February	Monday 17 <sup>th</sup> February	Friday 28 <sup>th</sup> February
Sunday 8 <sup>th</sup> March	Monday 9 <sup>th</sup> March	Wednesday 18 <sup>th</sup> March	Tuesday 31 <sup>st</sup> March
Sunday 12 <sup>th</sup> April	Monday 13 <sup>th</sup> April	Friday 17 <sup>th</sup> April	Thursday 30 <sup>th</sup> April
Sunday 10 <sup>th</sup> May	Monday 11 <sup>th</sup> May	Friday 15 <sup>th</sup> May	Friday 29 <sup>th</sup> May
Sunday 14 <sup>th</sup> June	Monday 15 <sup>th</sup> June	Friday 19 <sup>th</sup> June	Tuesday 30 <sup>th</sup> June
Sunday 12 <sup>th</sup> July	Monday 13 <sup>th</sup> July	Monday 20 <sup>th</sup> July	Friday 31 <sup>st</sup> July
Sunday 9 <sup>th</sup> August	Monday 10 <sup>th</sup> August	Monday 17 <sup>th</sup> August	Friday 28 <sup>th</sup> August
Sunday 13 <sup>th</sup> September	Monday 14 <sup>th</sup> September	Thursday 17 <sup>th</sup> September	Wednesday 30 <sup>th</sup> September
Sunday 11 <sup>th</sup> October	Monday 12 <sup>th</sup> October	Monday 19 <sup>th</sup> October	Friday 30 <sup>th</sup> October
Sunday 8 <sup>th</sup> November	Monday 9 <sup>th</sup> November	Tuesday 17 <sup>th</sup> November	Monday 30 <sup>th</sup> November
Sunday 6 <sup>th</sup> December	Monday 7 <sup>th</sup> December	Wednesday 9 <sup>th</sup> December	Tuesday 22 <sup>nd</sup> December

To change your bank account details, click the timesheet tab followed by the person icon and then update profile. You must complete this update by the manager deadline for the change to take effect that month. Please note that we cannot pay to international bank accounts.

For more information or clarification, please contact Campus Jobs via email: [campusjobs@reading.ac.uk](mailto:campusjobs@reading.ac.uk) or call 0118 378 4499