

HR DEADLINES 2026/27

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			
Mon 19 January 2026	Mon 2 February 2026	Mon 2 February 2026	Fri 27 February 2026
Fri 20 February 2026	Mon 2 March 2026	Fri 6 March 2026	Tue 31 March 2026
Wed 25 March 2026	Mon 6 April 2026	Thu 2 April 2026	Thu 30 April 2026
Wed 22 April 2026	Mon 4 May 2026	Tue 5 May 2026	Fri 29 May 2026
Thu 21 May 2026	Mon 8 June 2026	Fri 5 June 2026	Tue 30 June 2026
Mon 22 June 2026	Mon 6 July 2026	Mon 6 July 2026	Fri 31 July 2026
Mon 20 July 2026	Mon 3 August 2026	Mon 3 August 2026	Fri 28 August 2026
Fri 21 August 2026	Mon 7 September 2026	Fri 4 September 2026	Wed 30 September 2026
Thu 24 September 2026	Mon 5 October 2026	Mon 5 October 2026	Fri 30 October 2026
Wed 21 October 2026	Mon 2 November 2026	Tue 3 November 2026	Mon 30 November 2026
Mon 16 November 2026	Mon 7 December 2026	Fri 27 November 2026	Tue 22 December 2026
Wed 23 December 2026	Mon 4 January 2027	Mon 4 January 2027	Fri 29 January 2027
Fri 22 January 2027	Mon 7 February 2027	Mon 1 February 2027	Fri 26 February 2027
Fri 19 February 2027	Mon 7 March 2027	Mon 1 March 2027	Thu 25 March 2027