

School and Department Cut Off Dates to HR and Payroll - 2024/25

Indicates weekend date	BACS 2025 calendar not available but not expecting any conflicts											
	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025
School/ Dept deadline to submit New External Examiners, Casual Workers and Taxable Scholarships to HR	02 April	03 May	03 June	03 July	03 August	03 September	03 October	03 November	28 November	23 December	03 February	03 March
School/Dept deadline to submit Employment Changes including Contract Requests, Joiners, Contract Changes and Leavers to HR	02 April	09 May	11 June	09 July	09 August	10 September	09 October	11 November	02 December	09 January	11 February	11 March
School/ Dept deadline to submit TAP Forms, External Examiner Claim Forms (Form 96b) to Payroll	07 April	07 May	07 June	07 July	07 August	07 September	07 October	07 November	04 December	08 January	07 February	07 March
Employee deadline to submit Timecard for School/ Dept approval	31 March	30 April	31 May	30 June	31 July	31 August	30 September	31 October	30 November	31 December	31 January	28 February
School/Dept Timecards Submitted/Approved to Payroll. Note local process dates may apply	10 April	10 May	10 June	10 July	10 August	10 September	10 October	10 November	05 December	11 January	10 February	10 March
School/Dept Submission of Monthly Time Claim Bulk Upload (specific departments only)	07 April	07 May	07 June	07 July	07 August	07 September	07 October	07 November	04 December	08 January	07 February	07 March
Timecard Freeze for editing previous months timecards	11-19 April	11-21 May	11-21 June	11-19 July	11-21 August	11-20 September	11-21 October	11-21 November	6-12 December	11-21 January	11-21 February	11-21 March
School/Dept deadline to submit Salary Costing Changes (Form 13)	10 April	10 May	10 June	10 July	10 August	10 September	10 October	10 November	05 December	11 January	10 February	10 March
Payslip online	24 April	24 May	26 June	24 July	26 August	25 September	24 October	26 November	17 December	24 January	26 February	26 March
Pay day	26 April	28 May	28 June	26 July	28 August	27 September	28 October	28 November	19 December	28 January	28 February	28 March