School and Department Cut Off Dates to HR and Payroll - 2025/26

Indicates weekend date

BACS 2026 calendar not available but not expecting any conflicts

	April	May	June	July	August	September	October	November	December 2025	January 2026	February	March
School/ Dept deadline to submit New External Examiners, Casuals Workers and Taxable Scholarships to HR	03 April	03 May	03 June	03 July	03 August	03 September	03 October	03 November	27 November	18 December	03 February	03 March
School/Dept deadline to submit Employment Changes including Contract Requests, Joiners, contract changes and Leavers to HR	09 April	09 May	10 June	09 July	11 August	09 September	09 October	11 November	28 November	09 January	10 February	10 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	07 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	07 January	07 February	07 March
Timecard Freeze for editing previous months timecards	11 - 21 April	11-20 May	11-20 June	11-21 July	11-21 August	11-19 September	11-21 October	11-21 November	6-12 December	11-21 January	11-20 February	11-20 March
School/Dept deadline to submit Salary Costing Changes for monthly payroll processing (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
New Employees who start on or before this date in the month, and have input bank details, will be paid on pay day	17 April	16 May	18 June	17 July	19 August	17 September	17 October	19 November	10 December	19 January	18 February	18 March
School/Dept deadline to submit Salary Costing Changes with Labour Schedules for RGT (Form 13) *Indicates earlier deadline than 20th of the month*	20 April	20 May	19 June	20 July	20 August	20 September	20 October	20 November	20 December	20 January	19 February	19 March
Payslip online	24 April	26 May	25 June	24 July	26 August	24 September	24 October	26 November	17 December	26 January	25 February	25 March
Pay day	28 April	28 May	27 June	28 July	28 August	26 September	28 October	28 November	19 December	28 January	27 February	27 March