

HR DEADLINES 2024/25

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) 12 noon	Signed acceptance to be received by HR to ensure payment	Pay date
Thu 18 January 2024	Mon 5 February 2024	Fri 2 February 2024	Thu 29 February 2024
Fri 16 February 2024	Mon 4 March 2024	Fri 1 March 2024	Wed 27 March 2024
Thu 21 March 2024	Mon 8 April 2024	Fri 5 April 2024	Tue 30 April 2024
Thu 18 April 2024	Tue 7 May 2024	Fri 3 May 2024	Fri 31 May 2024
Mon 20 May 2024	Mon 3 June 2024	Mon 3 June 2024	Fri 28 June 2024
Wed 19 June 2024	Mon 8 July 2024	Thu 4 July 2024	Wed 31 July 2024
Thu 18 July 2024	Mon 5 August 2024	Fri 2 August 2024	Fri 30 August 2024
Mon 19 August 2024	Mon 2 September 2024	Tue 3 September 2024	Mon 30 September 2024
Thu 19 September 2024	Mon 7 October 2024	Fri 4 October 2024	Thu 31 October 2024
Fri 18 October 2024	Mon 4 November 2024	Mon 4 November 2024	Fri 29 November 2024
Mon 18 November 2024	Mon 2 December 2024	Thu 28 November 2024	Thu 19 December 2024
Fri 20 December 2024	Mon 6 January 2025	Mon 6 January 2025	Fri 31 January 2025
Mon 20 January 2025	Mon 3 February 2025	Tue 4 February 2025	Fri 28 February 2025
Fri 21 February 2025	Mon 3 March 2025	Tue 4 March 2025	Mon 31 March 2025