

### CUT OFF DATES FOR PAYROLL

PAYROLL		Paper Expenses (by exception)	Online Expenses	Absence	HR Forms, CSV Files and Data (bank details, changes, claims etc)
32	Staff	8 <sup>th</sup> of month	8 <sup>th</sup> of month	12 <sup>th</sup> of Month	12 <sup>th</sup> of Month
37	Councillors	N/A	as agreed with service	as agreed with service	as agreed with service
38	Teachers	8 <sup>th</sup> of month	8 <sup>th</sup> of month	2 weeks prior to pay day	2 weeks prior to pay day
39	VJB	N/A	8 <sup>th</sup> of month	12 <sup>th</sup> of Month	12 <sup>th</sup> of Month
42	Staff	N/A	8 <sup>th</sup> of month	12 <sup>th</sup> of Month	12 <sup>th</sup> of Month
53	Staff	3 <sup>rd</sup> of month	3 <sup>rd</sup> of month	2 <sup>nd</sup> of Month	2 <sup>nd</sup> of Month
65	Ex-NHS	N/A	8 <sup>th</sup> of month	12 <sup>th</sup> of Month	12 <sup>th</sup> of Month
72	HLH	8 <sup>th</sup> of month	8 <sup>th</sup> of month	12 <sup>th</sup> of Month	12 <sup>th</sup> of Month
75	Elections	N/A	N/A	N/A	as agreed with service

#### **Notes**

- For all End of Month Payrolls, if the above dates fall on the weekend, then the cut off dates will be the Friday before.
- For Mid-Month Payrolls (Pay 53), if the above dates fall on the weekend, then the cut off dates will be the Monday after.