

CUT OFF DATES FOR PAYROLL

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