

# HR DEADLINES 2023/24

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) <b>12 noon</b>	Signed acceptance to be received by HR to ensure payment	Pay date
Fri 17 February 2023	Sun 5 March 2023	Mon 6 March 2023	Fri 31 March 2023
Fri 17 March 2023	Mon 3 April 2023	Mon 3 April 2023	Fri 28 April 2023
Mon 17 April 2023	Mon 8 May 2023	Tue 2 May 2023	Wed 31 May 2023
Thu 18 May 2023	Mon 5 June 2023	Fri 2 June 2023	Fri 30 June 2023
Fri 16 June 2023	Mon 3 July 2023	Mon 3 July 2023	Mon 31 July 2023
Wed 19 July 2023	Mon 7 August 2023	Thu 3 August 2023	Thu 31 August 2023
Thu 17 August 2023	Mon 4 September 2023	Fri 1 September 2023	Fri 29 September 2023
Fri 15 September 2023	Mon 2 October 2023	Mon 2 October 2023	Tue 31 October 2023
Thu 19 October 2023	Mon 6 November 2023	Fri 3 November 2023	Thu 30 November 2023
Fri 17 November 2023	Mon 4 December 2023	Fri 1 December 2023	Wed 20 December 2023
Mon 18 December 2023	Mon 8 January 2024	Thu 4 January 2024	Wed 31 January 2024
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