

DEADLINES AND PROCESSING TIMES FOR FEES, EXPENSES & OVERTIME

END OF MONTH PAY DAY IS THE PENULTIMATE WORKING DAY OF THE MONTH, END OF MONTH DEADLINE FOR FEES & OVERTIME IS 13^{TH*} OF THE MONTH
MID MONTH PAY DAY IS THE 15^{TH*} OF THE MONTH, MID MONTH DEADLINE FOR FEES & OVERTIME IS 1^{ST*} OF THE MONTH

*IF THE 1ST/13TH FALLS ON A WEEKEND OR BANK HOLIDAY THE DEADLINE WILL BE THE FIRST WORKING DAY FOLLOWING THE 1ST/13TH

FOR ALL CLAIMS A COMPLETED, AUTHORISED CLAIM IS ONE WITH NO MISSING CLAIMANT INFORMATION THAT HAS BEEN SIGNED AND DATED BY THE CLAIMANT. THE FORM MUST, WHERE NECESSARY, CONTAIN A VALID, OPEN FINANCE CODE AND BE SIGNED BY THE RELEVANT BUDGET HOLDER AND AUTHORISED SIGNATORY AGAINST THE FINANCE CODE PROVIDED. ALL CLAIMS AND RELEVANT RECEIPTS MUST BE ORIGINALS AND NOT COPIES. HR SERVICES DO NOT ACCEPT CLAIMS VIA EMAIL.

PR7 Fees & Expenses - Non-University & External Personnel forms and PR20 Research / Teaching Volunteers, lay participants & participants in clinical trials forms

Fee only claims

Fees are paid once a month on the penultimate working day of the month in line with the normal university pay dates. The monthly payroll cut-off date for fees submission is the 13th of each month i.e. the form must reach HR Services by the 13th of the month at the latest to guarantee payment that month. Claims received after the cut-off date will be processed in the payroll of the following month. As fees are for work undertaken they are subject to standard payroll deductions (Income Tax and NI contributions).

Expenses only claims (including PR20 Research / Teaching Volunteers, lay participants & participants in clinical trials forms)

Expenses are paid weekly on a Tuesday. We aim to pay all expenses within two weeks of receiving completed, authorised forms in HR services.

Fee and Expenses claims

PR7s that are for Fee and Expenses will be processed via the payroll along with Fee only claims. The same deadlines and timescales for Fee only claims apply to Fee and Expenses claims. HR Services cannot separate Fee and Expenses claims across two different payrolls and pay dates as the PR7 must be processed as one claim.

NB. Please note that claims for payments made into foreign bank accounts will be processed following the same timescales however a credit date cannot be guaranteed.

Staff expenses

Staff expenses are paid once a week on a Friday. We aim to process all staff expenses claims within two weeks of receiving completed, authorised and valid claims into HR Services. All staff expenses should be completed using the online staff expenses portal.

PR5 – Staff fees

Staff fees are paid alongside staff salary on the normal staff pay dates; they are for additional work undertaken and as such are subject to normal payroll deductions (Income Tax and NI contributions).

The monthly payroll cut-off date for fees submission is the 13th* of each month i.e. the form must reach HR Services by the 13th* of the month at the latest to guarantee payment that month. Claims received after the cut-off date will be processed in the payroll of the following month.

Please note staff fees forms should not be used for staff overtime, please use the relevant PR15/PR16 forms. Staff fees should also not be used for submission of Casual or Teaching Assistant claims, all payments to casuals and teaching assistants should be made via the relevant online timesheet system or PR18 Monthly Casual Upload Timesheet forms.

PR15/PR16 – Staff Overtime

Overtime is paid alongside salary in line with University pay dates. All overtime must be agreed in advance by your line manager. A finance code is only required on overtime forms if it is different from salary costing.

If you receive your salary mid-month the deadline for submission to HR Services is the 1st of every month.

If you receive your salary at the end of the month the deadline for submission to HR Services is the 13th of every month.

END OF MONTH DEADLINES JANUARY TO DECEMBER 2019

PR7 Fees/Staff fees/Staff Overtime	COMPLETED AND AUTHORISED CLAIMS TO BE SUBMITTED BY:	PAY DAY
JANUARY	14 JAN 2019	30 JAN 2019
FEBRUARY	13 FEB 2019	27 FEB 2019
MARCH	13 MAR 2019	28 MAR 2019
APRIL	15 APR 2019	29 APR 2019
MAY	13 MAY 2019	30 MAY 2019
JUNE	13 JUN 2019	27 JUN 2019
JULY	5 JUL 2019*	30 JUL 2019
AUGUST	13 AUG 2019	29 AUG 2019
SEPTEMBER	13 SEP 2019	27 SEP 2019
OCTOBER	14 OCT 2019	30 OCT 2019
NOVEMBER	13 NOV 2019	28 NOV 2019
DECEMBER	TO BE CONFIRMED**	TO BE CONFIRMED**

*EARLIER DEADLINE DUE TO FINANCE YEAR END

**DECEMBER DEADLINES AND PAY DATES ARE DETERMINED AT A LATER DATE