The 2019 University Christmas Closure period is from Tuesday 24 December 2019 until Wednesday 1 January 2020 inclusive.

In HR Services, we make every effort to pay our colleagues and partners early in December. In 2019, payday for items listed below is **Thursday 19 December**. Mid-month payroll will run as normal on 13th of December.

**End of Month Payroll**

**Staff Fees**

**Online Timesheets**

**TAs (Teaching Assistants)**

**Casuals**

**Overtime Claims**

**External Fees (PR7)**

To enable this to happen effectively, **we need your support in forwarding any associated paperwork and making sure everything is correct, fully completed and appropriately authorised** to reduce the possibility of information being returned and individuals not being paid on time.

As you can appreciate, we receive a huge volume of items to process in December. To make sure we successfully meet our deadline, **we require your information fully completed and correct no later than:**

**5 p.m. on Monday, 2 December 2019.**

The above deadline will allow your HR Services team a brief time post payday for any potential queries before the Christmas break begins.

Unfortunately, anything received post this deadline will be unable to be processed. Any incorrect information will be returned and deferred until January 2020.

Deadlines for the following remain as above. However, have slightly different pay dates, they are:

**Staff Expenses/Claims**

**External Expenses (PR7)**

Will be processed and paid by Friday 20 December 2019

**Weekly Payroll**

All staff paid on a weekly basis will receive a total of 3 weeks’ pay on: Friday, 20 December

Thank you for your co-operation and Merry Christmas from all in HR Services

**Contact Details for HR Services:**

**e:** **hrservices@manchester.ac.uk** **- t: 54499**