

## P&OD Ops Payroll Deadlines 2024

FEE CLAIMS		
Month	Deadline	Fees Paid
Jan-Jun & Aug-Nov	10th of Month <i>(or Friday before if 10th falls on weekend)</i>	Paid through the end of month payroll following submission prior to the deadline date
July	28th June 2024	
Dec	29th November 2024	
PR7: payments for one-off pieces of work paid through payroll with Tax/NI deductions PR5: staff internal fee payments for Academics Claims submitted to <a href="mailto:feesandexpenses@manchester.ac.uk">feesandexpenses@manchester.ac.uk</a> by the deadline date		

EXTERNAL EXPENSES CLAIMS		
Month	Deadline	Expenses Paid
Throughout the year	Claims can be submitted at anytime	These are paid weekly with an SLA to pay within 4 weeks
PR7: reimbursements for expenses / participant payments which are paid outside of payroll PR20: research and volunteer participant payments Claims submitted to <a href="mailto:externalexpenses@manchester.ac.uk">externalexpenses@manchester.ac.uk</a> by the deadline date.		

END OF MONTH PAYROLL		
Month	Deadline for submission of information to P&OD	End of Month Pay Day
January	10th January	30th January
February	9th February	28th February
March	8th March	28th March
April	10th April	29th April
May	10th May	30th May
June	10th June	28th June
July	10th July	30th July
August	9th August	30th August
September	10th September	27th September
October	10th October	30th October
November	8th November	29th November
December	2nd December	20th December
New starters with substantive contracts, submissions must include bank details and Right to Work checks		

## MID MONTH PAYROLL

Month	Deadline for submission of information to P&OD	Mid-Month Pay Day
January	3rd January	15th January
February	1st February	15th February
March	1st March	15th March
April	2nd April	15th April
May	1st May	15th May
June	3rd June	14th June
July	2nd July	15th July
August	1st August	15th August
September	2nd September	13th September
October	1st October	15th October
November	1st November	15th November
December	2nd December	13th December

New starters with substantive contracts, submissions must include bank details and Right to Work checks

## CASUAL WORKERS AND TEACHING ASSISTANT ADDITIONAL HOURS

Month	Deadline for submission of information to P&OD	Deadline for Timesheets and Additional Hours to be approved by manager	End of Month Pay Day
January	4th January	10th January	30th January
February	31st January	9th February	28th February
March	29th February	8th March	28th March
April	28th March	10th April	29th April
May	30th April	10th May	30th May
June	31st May	10th June	28th June
July	28th June	10th July	30th July
August	31st July	9th August	30th August
September	30th August	10th September	27th September
October	30th September	10th October	30th October
November	31st October	8th November	29th November
December	25th November	2nd December	20th December

New starters and additional hour claims; starter submissions must include bank details and Right to Work checks

## TEACHING ASSISTANT CONTRACTS

Month	Deadline for submission of information to P&OD	Deadline for Schools to submit set hours	End of Month Pay Day
February	1st February	9th February	28th February
September	1st September	10th September	27th September

New starter submissions must include bank details and Right to Work checks