

Mid Month Payroll							
Month	Deadline for all paperwork to be received to HR Services	Operational teams Processing	All HR Activity to be fully completed and final paperwork to be handed over to the ESSA's for 'Payroll activity to be completed'	ESSA's to have completed and updated ; Payroll calculated – exception reports produced and passed to ESO's for completion.	Exception report to be executed - Final calculation of PAYROLL	BAC's sent	Mid-Month Pay Day
Jul-20	Wednesday 1st July 2020	Wednesday 1st to Monday 6th July 2020	Monday 6th July 2020	Tuesday 7th July 2020	Thursday 9th July 2020	Friday 10th July 2020	Wednesday 15th July 2020
Aug-20	Monday 3rd August 2020	Monday 2nd to Wednesday 5th August 2020	Wednesday 5th August 2020	Thursday 6th August 2020	Monday 10th August 2020	Tuesday 11th August 2020	Friday 14th August 2020
Sep-20	Tuesday 1st September 2020	Tuesday 1st to Friday 4th September 2020	Friday 4th September 2020	Monday 7th September 2020	Wednesday 9th September 2020	Thursday 10 September 2020	Tuesday 15th September 2020
Oct-20	Thursday 1st October 2020	Thursday 1st to Tuesday 6th October 2020	Tuesday 6th October 2020	Wednesday 7th October 2020	Friday 9th October 2020	Monday 12th October 2020	Thursday 15th October 2020
Nov-20	Monday 2nd November 2020	Monday 2nd to Wednesday 4th November 2020	Wednesday 4th November 2020	Thursday 5th November 2020	Monday 9th November 2020	Tuesday 10th November 2020	Friday 13th November 2020
Dec-20	Tuesday 1st December 2020	Tuesday 1st to Friday 4th December 2020	Friday 4th December 2020	Monday 7th December 2020	Wednesday 9th December 2020	Thursday 10 December 2020	Tuesday 15th December 2020
Jan-21	Monday 4th January 2021	Monday 4th to Wednesday 6th January 2021	Wednesday 6th January 2021	Thursday 7th January 2021	Monday 11th January 2021	Tuesday 12th January 2021	Friday 15th January 2021
Feb-21	Monday 1st February 2020	Monday 1st to Thursday 4th February 2021	Thursday 4th February 2021	Friday 5th February 2021	Tuesday 9th February 2021	Wednesday 10th February 2021	Monday 15 February 2021
Mar-21	Monday 1st March 2021	Monday 1st to Thursday 4th March 2021	Thursday 4th March 2021	Friday 5th March 2021	Tuesday 9th March 2021	Wednesday 10th March 2021	Monday 15th March 2021
Apr-21	Thursday 1st April 2021	Thursday 1st to Tuesday 6th April 2021	Tuesday 6th April 2021	Wednesday 7th April 2021	Friday 9th April 2021	Monday 12th April 2021	Thursday 15th April 2021
May-21	Tuesday 4th May 2021	Tuesday 4th to Wednesday 5th May 2021	Wednesday 5th May 2021	Thursday 6th May 2021	Monday 10th May 2021	Tuesday 11th May 2021	Friday 14th May 2021
Jun-21	Tuesday 1st June 2021	Tuesday 1st to Friday 4th June 2021	Friday 4th June 2021	Monday 7th June 2021	Wednesday 9th June 2021	Thursday 10th June 2021	Tuesday 15th June 2021

End of Month Payroll									
Month	Deadline for Casual timesheets	Monthly deadline for TAs (must be added to SharePoint & TA must have sent all paperwork to HRS and undertaken RTW check if possible). Monthly adjustments process deadline is 10th of each month, unless advised otherwise	Deadline for all paperwork to be received to HR Services	Employment Services Team Processing	Final day of ES Processing: ESOs undertake DD and QA; Final corrections and input by ESAs; Final paperwork to be handed over to the ESSAs for 'Payroll activity to be completed'	ESSAs to have completed and updated; Payroll to be calculated – exception reports to be produced and passed to Payroll Leads for completion	Exception report completion - Final calculation of PAYROLL	BAC's sent	End of Month Pay Day
Jul-20	Monday 13th July 2020		Wednesday 15th July 2020	Wednesday 15th to Tuesday 21st July 2020	Tuesday 21st July 2020	Wednesday 22nd July 2020	Friday 24th July 2020	Monday 27th July 2020	Thursday 30th July 2020
Aug-20	Thursday 13th August 2020		Monday 17th August 2020	Monday 17th to Tuesday 18th August 2020	Tuesday 18th August 2020	Wednesday 19th August 2020	Friday 21st August 2020	Monday 24th August 2020	Thursday 27th August 2020
Sep-20	Monday 14th September 2020		Tuesday 15th September 2020	Tuesday 15th to Friday 18th September 2020	Friday 18th September 2020	Monday 21st September 2020	Wednesday 23rd September 2020	Thursday 24th September 2020	Tuesday 29th September 2020
Oct-20	Tuesday 13th October 2020		Thursday 15th October 2020	Thursday 15th to Tuesday 20th October 2020	Tuesday 20th October 2020	Wednesday 21st October 2020	Friday 23rd October 2020	Monday 26th October 2020	Thursday 29th October 2020
Nov-20	Friday 13th November 2020		Monday 16th November 2020	Monday 16th to Wednesday 18th November 2020	Wednesday 18th November 2020	Thursday 19th November 2020	Monday 23rd November 2020	Tuesday 24th November 2020	Friday 27th November 2020
Dec-20	Tuesday 1st December 2020	Tuesday 1st December 2020	Tuesday 1st December 2020	Tuesday 1st to Friday 4th December 2020	Friday 4th December 2020	Monday 7th December 2020	Wednesday 9th December 2020	Thursday 10 December 2020	Thursday 17th December 2020
Jan-21	Wednesday 13th January 2021	Monday 11th January 2021	Friday 15th January 2021	Friday 15th to Tuesday 19th January 2021	Tuesday 19th January 2021	Wednesday 20th January 2021	Friday 22nd January 2021	Monday 25th January 2021	Thursday 28th January 2021
Feb-21	Monday 15th February 2021	Monday 1st February 2021	Monday 15th February 2021	Monday 15th to Tuesday 16th February 2021	Tuesday 16th February 2021	Wednesday 17th February 2021	Friday 19th February 2021	Monday 22nd February 2021	Thursday 25th February 2021
Mar-21	Thursday 11th March 2021	Monday 1st March 2021	Wednesday 10th March 2021	Wednesday 10th to Thursday 11th March 2021	Friday 12th March 2021	Monday 22nd March 2021	Wednesday 24th March 2021	Thursday 25th March 2021	Tuesday 30th March 2021
Apr-21	Monday 12th April 2021	Thursday 1st April 2021	Monday 12th April 2021	Monday 12th to Tuesday 13th April 2021	Wednesday 14th April 2021	Wednesday 21st April 2021	Friday 23rd April 2021	Monday 26th April 2021	Thursday 29th April 2021
May-21	Wednesday 12th May 2021	Monday 3rd May 2021	Wednesday 12th May 2021	Wednesday 12th to Thursday 13th May 2021	Friday 14th May 2021	Wednesday 19th May 2021	Friday 21st May 2021	Monday 24th May 2021	Thursday 27th May 2021
Jun-21	Thursday 10th June 2021	N/A (Semester 2 ends 11 June 2021)	Thursday 10th June 2021	Thursday 10th to Friday 11th June 2021	Monday 14th June 2021	Monday 21st June 2021	Wednesday 23rd June 2021	Thursday 24th June 2021	Tuesday 29th June 2021