

# People Services Payroll Deadlines 2026

FEE CLAIMS		
Month	Deadline	Fees Paid
Jan-Jun & Aug-Nov	10th of Month (or Friday before if 10th falls on weekend)	Paid through the end of month payroll following submission prior to the deadline date
July	30th June 2026	
Dec	30th November 2026	
<b>PR7:</b> payments for one-off pieces of work paid through payroll with Tax/NI deductions <b>PR5:</b> 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
<b>PR7:</b> reimbursements for expenses / participant payments which are paid outside of payroll <b>PR20:</b> 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 People Services	End of Month Pay Day
January	9th January	29th January
February	9th February	26th February
March	10th March	30th March
April	10th April	29th April
May	8th May	28th May
June	10th June	29th June
July	10th July	30th July
August	10th August	27th August
September	10th September	29th September
October	9th October	29th October
November	10th November	27th November
December	1st December	18th 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 People Services	Mid-Month Pay Day
January	5th January	15th January
February	2nd February	13th February
March	2nd March	13th March
April	1st April	15th April
May	1st May	15th May
June	1st June	15th June
July	1st July	15th July
August	3rd August	14th August
September	1st September	15th September
October	1st October	15th October
November	2nd November	13th November
December	1st December	15th 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 People Services	Deadline for Timesheets and Additional Hours to be approved by manager	End of Month Pay Day
January	5th January	9th January	29th January
February	30th January	6th February	26th February
March	27th February	6th March	30th March
April	31st March	9th April	29th April
May	30th April	8th May	28th May
June	29th May	8th June	29th June
July	30th June	8th July	30th July
August	31st July	7th August	27th August
September	28th August	9th September	29th September
October	30th September	8th October	29th October
November	30th October	6th November	27th November
December	26th November	2nd December	18th 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 People Services
February	1st February
October	1st October
New starter submissions must include bank details and Right to Work checks	