

# People Services Payroll Deadlines 2025

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	30th June 2025	
Dec	28th November 2025	
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:feesandexpenses@manchester.ac.uk">feesandexpenses@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	10th February	27th February
March	10th March	28th March
April	10th April	29th April
May	9th May	29th May
June	10th June	27th June
July	10th July	30th July
August	8th August	28th August
September	10th September	29th September
October	10th October	30th 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 P&OD	Mid-Month Pay Day
January	3rd January	15th January
February	3rd February	14th February
March	3rd March	14th March
April	1st April	15th April
May	1st May	15th May
June	2nd June	13th June
July	1st July	15th July
August	1st August	15th August
September	1st September	15th September
October	1st October	15th October
November	3rd November	14th 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 P&OD	Deadline for Timesheets and Additional Hours to be approved by manager	End of Month Pay Day
January	6th January	10th January	30th January
February	31st January	7th February	27th February
March	28th February	7th March	28th March
April	31st March	8th April	29th April
May	30th April	9th May	29th May
June	30th May	9th June	27th June
July	30th June	8th July	30th July
August	31st July	8th August	28th August
September	29th August	9th September	29th September
October	30th September	9th October	30th October
November	31st October	7th 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 P&OD
February	1st February
October	1st October

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