

# PAYROLL, HR & UNIWORKFORCE MONTHLY TIMETABLE – TAX YEAR 2024/2025

	Apr 2024	May 2024	Jun 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025
<i>Docs into HR &amp; Payroll</i>	10	9	7	10	7	9	10	8	3	7	7	7
<i>Submission deadline for Uniworkforce timesheets to <a href="mailto:casualpay@soton.ac.uk">casualpay@soton.ac.uk</a></i>	10	9	7	10	7	9	10	8	3	7	7	7
<i>HR work completed on system</i>	16	16	14	17	15	16	17	15	6	17	14	17
<i>Pay Day</i>	30	31	28	31	30	30	31	29	20	31	28	31

**Please Note:**

**The deadlines shown must be strictly adhered to.  
Any payment information received after the deadline will be processed in the following month's payroll.**