

## PAYROLL, HR & UNIWORKFORCE MONTHLY TIMETABLE – TAX YEAR 2025/2026

|                                                                                                                                | Apr<br>2025 | May<br>2025 | Jun<br>2025 | July<br>2025 | Aug<br>2025 | Sept<br>2025 | Oct<br>2025 | Nov<br>2025 | Dec<br>2025 | Jan<br>2026 | Feb<br>2026 | Mar<br>2026 |
|--------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <i>Docs into HR &amp; Payroll</i>                                                                                              | 4           | 8           | 6           | 10           | 6           | 9            | 10          | 7           | 4           | 9           | 6           | 10          |
| <i>Submission deadline for Uniworkforce<br/>timesheets to <a href="mailto:casualpay@soton.ac.uk">casualpay@soton.ac.uk</a></i> | 4           | 8           | 6           | 10           | 6           | 9            | 10          | 7           | 4           | 9           | 6           | 10          |
| <i>HR work completed on system</i>                                                                                             | 10          | 15          | 16          | 17           | 13          | 16           | 17          | 14          | 9           | 16          | 13          | 17          |
| <i>Pay Day</i>                                                                                                                 | 30          | 30          | 30          | 31           | 29          | 30           | 31          | 28          | 23          | 30          | 27          | 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.