

## PAYROLL, HR & UNIWORKFORCE MONTHLY TIMETABLE – TAX YEAR 2026-27

|  | Apr<br>2026 | May<br>2026 | Jun<br>2026 | July<br>2026 | Aug<br>2026 | Sept<br>2026 | Oct<br>2026 | Nov<br>2026 | Dec<br>2026 | Jan<br>2027 | Feb<br>2027 | Mar<br>2027 |
|--|-------------|-------------|-------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <i>Docs into HR &amp; Payroll</i>  | 9           | 7           | 9           | 10           | 7           | 9            | 9           | 6           | 4           | 8           | 5           | 5           |
| <i>Submission deadline for Uniworkforce timesheets to <a href="mailto:casualpay@soton.ac.uk">casualpay@soton.ac.uk</a></i> | 9           | 7           | 9           | 10           | 7           | 9            | 9           | 6           | 4           | 8           | 5           | 5           |
| <i>HR work completed on system</i>   | 16          | 14          | 16          | 17           | 14          | 16           | 16          | 16          | 9           | 15          | 12          | 15          |
| <i>Pay Day</i>   | 30          | 29          | 30          | 31           | 28          | 30           | 30          | 30          | 22          | 29          | 26          | 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.**