

## PAYROLL & HR MONTHLY TIMETABLE – TAX YEAR 2021/22

	Apr 2021	May 2021	Jun 2021	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
<i>Docs into HR &amp; Payroll</i>	12	6	7	7	5	7	6	5	2	6	3	8
<i>HR work completed on system</i>	15	12	14	14	12	14	13	12	6	13	10	15
<i>MyHR Dashboard bank details submission cut-off</i>	23	21	23	23	23	23	22	23	15	24	21	24
<i>Pay Day</i>	30	28	30	30	31	30	29	30	22	31	28	31

**Please Note:**

Owing to the additional monthly processes the Payroll and Pensions teams now undertake, the deadlines shown must be strictly adhered to.

Any payment information received after the deadline will be processed in the following month's payroll.