# PAYROLL & HR MONTHLY TIMETABLE – TAX YEAR 2022/23

<table>
<thead>
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</thead>
<tbody>
<tr>
<td><strong>Docs into HR &amp; Payroll</strong></td>
<td>4</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td><strong>HR work completed on system</strong></td>
<td>8</td>
<td>16</td>
<td>15</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>14</td>
<td>15</td>
<td>6</td>
<td>16</td>
<td>13</td>
<td>16</td>
</tr>
<tr>
<td><strong>MyHR Dashboard bank details submission cut-off</strong></td>
<td>22</td>
<td>24</td>
<td>23</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>23</td>
<td>14</td>
<td>24</td>
<td>21</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td><strong>Pay Day</strong></td>
<td>29</td>
<td>31</td>
<td>30</td>
<td>29</td>
<td>31</td>
<td>30</td>
<td>31</td>
<td>30</td>
<td>21</td>
<td>31</td>
<td>28</td>
<td>31</td>
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</table>

**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.