

TIMESHEET SUBMISSION DATES TO PAYROLL 2021/22

Please ensure you refer to, and follow, the work periods stated in the table below when completing your timesheet each month. Timesheets received with incorrect weeks will be returned to you to be amended and could delay the processing of your timesheet and associated pay.

Work period	Date to be received by Hiring Manager	Final date to be received by PAYROLL	Pay date
31 May – 27 June 2021	Speak to your individual hiring/line manager for guidance	9 July 2021	30 July 2021
28 June – 25 July 2021		8 August 2021*	31 August 2021
26 July – 29 August 2021		9 September 2021	30 September 2021
30 August – 26 September 2021		11 October 2021	29 October 2021
27 September – 31 October 2021		9 November 2021	30 November 2021
1 November – 28 November 2021		8 December 2021	22 December 2021
29 November – 26 December 2021		11 January 2022	31 January 2022
27 December 2021 – 30 January 2022		9 February 2022	28 February 2022
31 January – 27 February 2022		9 March 2022	31 March 2022

* This is a short turnaround due to end of year accounts and early closure of payroll.

The authorisation processes for timesheets are as follows:

- Worker fills out timesheet and emails to hiring manager / supervisor
- Hiring manager / supervisor checks and authorises timesheet and sends casualpay@soton.ac.uk for payment

As at 1 July 2021