

TIMESHEET SUBMISSION DATES TO PAYROLL 2022/23

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 or information will be returned to you to be amended and re-submitted. Your timesheet and pay could then be delayed to the following month if you miss the submission date provided. **The deadlines shown must be strictly adhered to.**

Work period	Date to be received by Hiring Manager	Final date to be received by PAYROLL	Pay date
28 Feb – 27 March 2022	Speak to your individual hiring/line manager for guidance	8 April 2022	29 April 2022
28 March – 24 April 2022		9 May 2022	31 May 2022
25 April – 29 May 2022		9 June 2022	30 June 2022
30 May – 26 June 2022		11 July 2022	29 July 2022
27 June – 31 July 2022		9 August 2022	31 August 2022
01 August – 28 August 2022		9 September 2022	30 September 2022
29 August – 25 September 2022		11 October 2022	31 October 2022
26 September – 30 October 2022		9 November 2022	30 November 2022
31 October – 27 November 2022		9 December 2022	21 December 2022
28 November – 25 December 2022		9 January 2023	31 January 2023
26 December 2022 – 29 January 2023		9 February 2023	28 February 2023
30 January – 26 February 2023		9 March 2023	31 March 2023

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