

TIMESHEET SUBMISSION DATES TO PAYROLL 2024/25

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
26 February – 31 March 2024	Speak to your individual hiring/line manager for guidance	10 April 2024	30 April 2024
1 April – 28 April 2024		9 May 2024	31 May 2024
29 April – 26 May 2024		7 June 2024	28 June 2024
27 May – 30 June 2024		10 July 2024	31 July 2024
1 July – 28 July 2023		8 August 2024	30 August 2024
29 July – 25 August 2024		9 September 2024	30 September 2024
26 August – 29 September 2024		10 October 2024	31 October 2024
30 September – 27 October 2024		8 November 2024	29 November 2024
28 October – 24 November 2024		3 December 2024	20 December 2024
25 November – 29 December 2024		7 January 2025	31 January 2025
30 December – 26 January 2025		7 February 2025	28 February 2025
27 January – 23 February 2025		7 March 2025	31 March 2025

The authorisation processes for timesheets are as follows:

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