

TIMESHEET SUBMISSION DATES TO PAYROLL 2025/26

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
24 Feb – 30 March 2025	Speak to your individual hiring/line manager for guidance	4 April 2025	30 April 2025
31 March – 27 April 2025		8 May 2025	30 May 2025
28 April – 25 May 2025		6 June 2025	30 June 2025
26 May – 29 June 2025		10 July 2025	31 July 2025
30 June – 27 July 2025		6 August 2025	29 August 2025
28 July – 31 August 2025		9 September 2025	30 September 2025
1 September – 28 September 2025		10 October 2025	31 October 2025
29 September – 26 October 2025		7 November 2025	28 November 2025
27 October – 30 November 2025		4 December 2025	23 December 2025
1 December – 28 December 2025		9 January 2026	30 January 2026
29 December 2025 – 25 January 2026		6 February 2026	27 February 2026
26 January – 22 February 2026		10 March 2026	31 March 2026

The authorisation processes for timesheets are as follows:

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