

Human Resources - Useful Dates

Human Resources
March 2021

Payroll Cut Off Dates

Items to be processed must reach Human Resources by 5.00pm on the HR Deadline Date to be included for Payroll that month.

Month	HR Deadline Date
April 2021	Tuesday 6th April
May 2021	Wednesday 5th May
June 2021	Friday 4th June
July 2021	Monday 5th July
August 2021	Thursday 5th August
September 2021	Friday 3rd September
October 2021	Tuesday 5th October
November 2021	Friday 5th November
December 2021	Friday 26th November
January 2022	Wednesday 5th January
February 2022	Friday 4th February
March 2022	Friday 4th March

Time Card Deadlines

In order for Time Cards to be paid, the line manager must approve the Time Card before the last Monday of the month to be included in the next month's Payroll. Any Time Cards not approved by the deadline will be included in the following month's payroll as long as they have been approved before that month's deadline. Line managers must approve Time Cards in a timely manner in line with the Payroll deadlines to ensure employees are paid in the appropriate month. The Payroll cut off is automated, therefore Time Cards authorised after the deadline cannot be added to the run for the next month.

Approved Time Cards are paid a month in arrears. For example, any work completed in June before Monday 29th will be paid in July, however work done between 29th -30th June will be paid in August. Please see below for the Time Card deadline dates:

Month	Time Card Cut Off Date	Payday of following month is the earliest date for payment of Time Cards in these weeks(w/c) – plus any earlier Time Cards which have been authorised since the last cut off
April 2021	26 th April 2021	29/03/21, 05/04/21, 12/04/21, 19/04/21
May 2021	31 st May 2021	26/04/21, 3/05/21, 10/05/21, 17/05/21, 24/05/21

June 2021	28 th June 2021	31/05/21, 07/06/21, 14/06/21, 21/06/21
July 2021	26 th July 2021	28/06/21, 05/07/21, 12/07/21, 19/07/21
August 2021	30 th August 2021	26/07/21, 02/08/21, 09/08/21, 16/08/21, 23/08/21
September 2021	27 th September 2021	30/08/21, 06/09/21, 13/09/21, 20/09/21
October 2021	25 th October 2021	27/09/21, 04/10/21, 11/10/21, 18/10/21
November 2021	29 th November 2021	25/10/21, 01/11/21, 08/11/21, 15/11/21, 22/11/21
December 2021	27 th December 2021	29/11/21, 06/12/21, 13/12/21, 20/12/21
January 2022	31 st January 2022	27/12/21, 03/01/22, 10/01/22, 17/01/22, 24/01/22
February 2022	28 th February 2022	31/01/22, 07/02/22, 14/02/22, 21/02/22
March 2022	28 th March 2022	28/02/22, 07/03/22, 14/03/22, 21/03/22

Annual Leave Years

Contract Type	Leave Year
Academic Staff	1 September – 31 August
Senior Management	1 September – 31 August
Research Staff	1 April – 31 March
Scientist Staff AC3 – AC4	1 September – 31 August
Scientist Staff AC1 – AC2	1 September – 31 August
Professional Services staff	1 April – 31 March

Christmas Closure

The University will close on Thursday 22nd December 2021 at 5.00 pm and re-open on Tuesday 4th January 2022. Staff who are required to maintain essential services are required to attend during this period.

The decision to grant additional leave days is not to be regarded as a precedent and it does not follow that similar arrangements will be adopted in future years.

Bank Holidays

Good Friday	Friday 2 nd April 2021
Easter Monday	Monday 5 th April 2021
May Bank Holiday	Monday 3 rd May 2021
Spring Bank Holiday	Monday 31 st May 2021
Summer Bank Holiday	Monday 30 th August 2021

Christmas Day	Monday 27 th December 2021 (substitute day)
Boxing Day	Tuesday 28 th December 2021 (substitute day)
New Year's Day	Monday 3 rd January 2022 (substitute day)