

# People Directorate – Useful Dates

People Directorate  
January 2024

## Payroll Cut Off Dates

Items to be processed must reach the People Directorate by 5.00pm on the People Directorate Deadline Date to be included for Payroll that month.

Month	People Directorate Deadline Date	Pay Day
January 2024	Friday 5 January 2024	Friday 26 January 2024
February 2024	Monday 5 February 2024	Wednesday 28 February 2024
March 2024	Tuesday 5 March 2024	Thursday 28 March 2024
April 2024	Friday 5 April 2024	Friday 26 April 2024
May 2024	Friday 3 May 2024	Tuesday 28 May 2024
June 2024	Wednesday 5 June 2024	Friday 28 June 2024
July 2024	Friday 5 July 2024	Friday 26 July 2024
August 2024	Monday 5 August 2024	Wednesday 28 August 2024
September 2024	Thursday 5 September 2024	Friday 27 September 2024
October 2024	Friday 4 October 2024	Monday 28 October 2024
November 2024	Tuesday 5 November 2024	Thursday 28 November 2024
December 2024	TBC	TBC
January 2025	Monday 6 January 2025	Tuesday 28 January 2025
February 2025	Wednesday 5 February 2025	Friday 28 February 2025
March 2025	Wednesday 5 March 2025	Friday 28 March 2025

## 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 July up to and including Sunday 28th will be paid in August, however work done between 29th -31st July will be paid in September. Please see below for the Time Card deadline dates:

<b>Month</b>	<b>Time Card Cut Off Date</b>	<b>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</b>
January 2024	29 <sup>th</sup> January 2024	01/01/2024, 08/01/2024, 15/01/2024, 22/01/2024
February 2024	26 <sup>th</sup> February 2024	29/01/2024, 05/02/2024, 12/02/2024, 19/02/2024
March 2024	1 <sup>st</sup> April 2024	26/02/2024, 04/03/2024, 11/03/2024, 18/03/2024, 25/03/2024
April 2024	29 <sup>th</sup> April 2024	01/04/2024, 08/04/2024, 15/04/2024, 22/04/2024
May 2024	27 <sup>th</sup> May 2024	29/04/2024, 06/05/2024, 13/05/2024, 20/05/2024
June 2024	1 <sup>st</sup> July 2024	27/05/2024, 03/06/2024, 10/06/2024, 17/06/2024, 24/06/2024
July 2024	29 <sup>th</sup> July 2024	01/07/2024, 08/07/2024, 15/07/2024, 22/07/2024
August 2024	26 <sup>th</sup> August 2024	29/07/2024, 05/08/2024, 12/08/2024, 19/08/2024
September 2024	30 <sup>th</sup> September 2024	26/08/2024, 02/09/2024, 09/09/2024, 16/09/2024, 23/09/2024
October 2024	28 <sup>th</sup> October 2024	30/09/2024, 07/10/2024, 14/10/2024, 21/10/2024,
November 2024	25 <sup>th</sup> November 2024	28/10/2024, 04/11/2024, 11/11/2024, 18/11/2024
December 2024	30 <sup>th</sup> December 2024	25/11/2024, 02/12/2024, 09/12/2024, 16/12/2024, 23/12/2024
January 2025	27 <sup>th</sup> January 2025	30/12/2024, 06/01/2025, 13/01/2025, 20/01/2025
February 2025	24 <sup>th</sup> February 2025	27/01/2025, 03/02/2025, 10/02/2025, 17/02/2025
March 2025	31 <sup>st</sup> March 2025	24/02/2025, 03/03/2025, 10/03/2025, 17/03/2025, 24/03/2025

## 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 is closed on the Christmas and New Year Bank Holidays, which this year fall as follows:

Wednesday 25 December 2024 – Christmas Day

Thursday 26 December 2024 – Boxing Day

Wednesday 1 January 2025 – New Year's Day

These days, like other statutory holidays throughout the year, are pre-booked in Horizon, you do not need to book them, and they should not be deleted. Non-working days that all fall during the period that the university is closed are not subject to reimbursement.

The university is also closed between Christmas and New Year. The university closes at 5.00 pm on Tuesday 24 December 2024 and re-opens on Thursday 2 January 2025. These closure days are granted at the discretion of the university, they are not booked on Horizon, and you do not need to book them on Horizon from your annual leave balance.

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.

Staff who are required to maintain essential services are required to attend during this period.

## Bank Holidays

Good Friday	Friday 29 March 2024
Easter Monday	Monday 1 April 2024
Early May Bank Holiday	Monday 6 May 2024
Spring Bank Holiday	Monday 27 May 2024

Summer Bank Holiday	Monday 26 August 2024
Christmas Day	Wednesday 25 December 2024
Boxing Day	Thursday 26 December 2024
New Year's Day	Wednesday 1 January 2025