

Casual Payroll cut-off dates

The University of Sussex Payroll Department operates fixed cut off dates for the casual payroll. Cut off for all casual forms will be the last day of the previous month. This date is fixed and submissions to Payroll should be made before the cut-off date for changes to be made in the same month.

Requests and forms received after this date will be rolled forward and processed in the subsequent month.

The cut-off date for submission of contract changes and other post related actions differs from the dates noted below. [Please see the payroll cut off dates here](#)

The cut off dates for submission of casual claim forms are listed below

2020 CASUAL SUBMISSION CUT OFF DATES

MONTH	CUT OFF DATE	PAYDAY
January	Friday 10th	Friday 31st
February	Friday 7th	Friday 28 th
March	Wednesday 11 th	Tuesday 31 st
April	Wednesday 8 th	Thursday 30 th
May	Thursday 7 th	Friday 29 th
June	Wednesday 10 th	Tuesday 30 th
July	Friday 10 th	Friday 31 st
August	Monday 10 th	Friday 28 th
September	31 st August	Wednesday 30 th
October	30 th September	Friday 30 th
November	31 st October	Monday 30 th
December	30 th November	Tuesday 22 nd