

Payroll cut-off dates

The University of Sussex HR Division will set cut-off dates annually, for each calendar year. This date is fixed and submissions to HR and 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 casual payment forms differs from the dates noted below.
[Please see the casual payroll cut off dates here](#)

The cut off dates and salary payment dates for 2020 are listed below

2020 PAYROLL 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	Thursday 10 th	Wednesday 30 th
October	Friday 9 th	Friday 30 th
November	Tuesday 10 th	Monday 30 th
December	Friday 4 th	Tuesday 22 nd