



The University of Sussex HR Department 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 dates and salary payment dates for 2019 are listed below

#### **2019 PAYROLL CUT OFF DATES**

<b>MONTH</b>	<b>CUT OFF DATE</b>	<b>PAYDAY</b>
January	Friday 11th	Thursday 31st
February	Friday 8th	Thursday 28th
March	Monday 11th	Friday 29th
April	Tuesday 9th	Tuesday 30th
May	Friday 10th	Friday 31st
June	Tuesday 11th	Friday 28th
July	Thursday 11th	Wednesday 31st
August	Monday 12th	Friday 30th
September	Wednesday 11th	Monday 30th
October	Friday 11th	Thursday 31st
November	Monday 11th	Friday 29th
December	Wednesday 4th	Friday 20th