

**2021 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 2021 are listed below

**2021 PAYROLL CUT OFF DATES**

<b>MONTH</b>	<b>CUT OFF DATE</b>	<b>PAYDAY</b>
January	Monday 11 <sup>th</sup>	Friday 29 <sup>th</sup>
February	Monday 8 <sup>th</sup>	Friday 26 <sup>th</sup>
March	Thursday 11 <sup>th</sup>	Wednesday 31 <sup>st</sup>
April	Friday 9 <sup>th</sup>	Friday 30 <sup>th</sup>
May	Tuesday 11 <sup>th</sup>	Friday 28 <sup>th</sup>
June	Friday 11 <sup>th</sup>	Wednesday 30 <sup>th</sup>
July	Monday 12 <sup>th</sup>	Friday 30 <sup>th</sup>
August	Wednesday 11 <sup>th</sup>	Tuesday 31 <sup>st</sup>
September	Friday 10 <sup>th</sup>	Thursday 30 <sup>th</sup>
October	Monday 11 <sup>th</sup>	Friday 29 <sup>th</sup>
November	Thursday 11 <sup>th</sup>	Tuesday 30 <sup>th</sup>
December	Friday 3 <sup>rd</sup>	Thursday 23 <sup>rd</sup>