

**2022 Casual Payroll cut-off dates**

Please note that these cut off dates apply only to casual engagements which commenced prior to October 2021, and which are still being paid by the University Payroll Team.

For information about payments made by the managed service offered by Reed Talent Solutions please use the contact details below:

Email: [temporaryresourcing.uos@reed.com](mailto:temporaryresourcing.uos@reed.com)

Telephone: 03330 154970

-----

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 refer to the payroll dates published here.](#)

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

**2022 CASUAL SUBMISSION CUT OFF DATES**

<b>MONTH</b>	<b>CUT OFF DATE</b>	<b>PAYDAY</b>
January	31 <sup>st</sup> December	Monday 31 <sup>st</sup>
February	31 <sup>st</sup> January	Monday 28 <sup>th</sup>
March	28 <sup>th</sup> February	Thursday 31 <sup>st</sup>
April	31 <sup>st</sup> March	Friday 29 <sup>th</sup>
May	30 <sup>th</sup> April	Tuesday 31 <sup>st</sup>
June	31 <sup>st</sup> May	Thursday 30 <sup>th</sup>
July	30 <sup>th</sup> June	Friday 29 <sup>th</sup>
August	31 <sup>st</sup> July	Wednesday 31 <sup>st</sup>
September	31 <sup>st</sup> August	Friday 30 <sup>th</sup>
October	30 <sup>th</sup> September	Monday 31 <sup>st</sup>
November	31 <sup>st</sup> October	Wednesday 30 <sup>th</sup>
December	30 <sup>th</sup> November	Thursday 22 <sup>nd</sup> TBC