

2022 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 refer to the casual payroll dates published here.](#)

The cut off dates and salary payment dates for 2022 are listed below

2022 PAYROLL CUT OFF DATES

MONTH	CUT OFF DATE	PAYDAY
January	Wednesday 12 th	Monday 31 st
February	Thursday 10 th	Monday 28 th
March	Friday 11 th	Thursday 31 st
April	Monday 11 th	Friday 29 th
May	Thursday 12 th	Tuesday 31 st
June	Friday 10 th	Thursday 30 th
July	Tuesday 12 th	Friday 29 th
August	Friday 12 th	Wednesday 31 st
September	Monday 12 th	Friday 30 th
October	Wednesday 12 th	Monday 31 st
November	Friday 11 th	Wednesday 30 th
December	Monday 5 th	Thursday 22 nd

Please note that December pay day is unaffected by the additional minimum service day announced in the VC Reflections email. Please also note that staff do not need to book this off in MyView.