

**2023 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 dates and salary payment dates for 2023 are listed below.

**2023 PAYROLL CUT OFF DATES**

<b>MONTH</b>	<b>CUT OFF DATE</b>	<b>PAYDAY</b>
January	Thursday 12 <sup>th</sup>	Tuesday 31 <sup>st</sup>
February	Friday 10 <sup>th</sup>	Tuesday 28 <sup>th</sup>
March	Friday 10 <sup>th</sup>	Friday 31 <sup>st</sup>
April	Wednesday 12 <sup>th</sup>	Friday 28 <sup>th</sup>
May	Friday 12 <sup>th</sup>	Wednesday 31 <sup>st</sup>
June	Monday 12 <sup>th</sup>	Friday 30 <sup>th</sup>
July	Wednesday 12 <sup>th</sup>	Monday 31 <sup>st</sup>
August	Friday 11 <sup>th</sup>	Thursday 31 <sup>st</sup>
September	Tuesday 12 <sup>th</sup>	Friday 29 <sup>th</sup>
October	Thursday 12 <sup>th</sup>	Tuesday 31 <sup>st</sup>
November	Friday 10 <sup>th</sup>	Thursday 30 <sup>th</sup>
December	Tuesday 5 <sup>th</sup>	Wednesday 20 <sup>th</sup>

*Due to the announcement of the additional minimum service day on Thursday 21<sup>st</sup> December, the December pay day will be Wednesday 20<sup>th</sup>.*