



### **2024 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 2024 are listed below.

#### **2024 PAYROLL CUT OFF DATES**

<b>MONTH</b>	<b>CUT OFF DATE</b>	<b>PAYDAY</b>
January	Friday 12	Wednesday 31
February	Monday 12	Thursday 29
March	Monday 11	Wednesday 27
April	Friday 12	Tuesday 30
May	Monday 13	Friday 31
June	Wednesday 12	Friday 28
July	Friday 12	Wednesday 31
August	Monday 12	Friday 30
September	Wednesday 11	Monday 30
October	Friday 11	Thursday 31
November	Tuesday 12	Friday 29
December	Thursday 05	Monday 23 TBC