



2025 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 2025 are listed below.

2025 PAYROLL CUT OFF DATES

MONTH	CUT OFF DATE	PAYDAY
January	Monday 13	Friday 31
February	Tuesday 11	Friday 28
March	Thursday 13	Monday 31
April	Thursday 10	Wednesday 30
May	Tuesday 13	Friday 30
June	Friday 13	Monday 30
July	Monday 14	Thursday 31
August	Monday 11	Friday 29
September	Friday 12	Tuesday 30
October	Monday 13	Friday 31
November	Wednesday 12	Friday 28
December	Friday 05	Tuesday 23