



2026 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 2026 are listed below.

2026 PAYROLL CUT OFF DATES

MONTH	CUT OFF DATE	PAYDAY
January	Monday 12	Friday 30
February	Tuesday 10	Friday 27
March	Thursday 12	Tuesday 31
April	Monday 13	Thursday 30
May	Tuesday 12	Friday 31
June	Thursday 11	Tuesday 30
July	Monday 13	Friday 31
August	Tuesday 11	Friday 28
September	Friday 11	Wednesday 30
October	Monday 12	Friday 30
November	Wednesday 11	Monday 30
December	Friday 04	Wednesday 23