

## Payment Timetable 2017-18 (Standard)

<i>Day</i>	<i>Pay Group</i>	<i>Pay Method</i>	<i>Currency</i>
Monday	NO PAYMENT RUNS		
Tuesday			
Wednesday			
Thursday	Supplier and Staff	BACS	GBP
	International		ALL
	Cheque	Cheque	GBP
	All Student Payments	BACS	GBP
Friday	NO PAYMENT RUNS		

**Note:**

The deadline for fully approved transactions is 5pm. For GBP payments, this is the previous working day. For international payments, this is 2 working days before.

If approved, funds from payments made by BACS (Bankers' Automated Clearing Services) will clear the recipients bank account in 3 working days; As an example: a BACS file submitted on the Monday (as above) will clear funds (in recipients account) on a Wednesday; whilst a BACS file submitted on a Thursday will clear funds on the Monday in the following week.

Funds from International Payments can take up to 10 working days from submission to receipt in the recipients bank, sometimes this can be longer.

In instances where there is an internal systems failure (Sussex ITS Outage), Finance will issue a communication as soon as possible as the Payment process can be impacted by loss of systems. In these instances please allow for an additional 24 hours for funds receipt to clear your bank account.

Last payment date before Christmas

BACS - Thursday 20th December 2018. This will include international payments, Student Payments and Student Bursaries.

First payment date in the New Year

BACS - Thursday 3rd January 2019. This will include international payments, Student Payments and Student Bursaries.

Last payment date before Easter

BACS - Tuesday 16<sup>th</sup> April 2019. This will include International payments, Student Payments and Student Bursaries.

First payment after Easter

BACS - Thursday 25th April 2019. This will include International payments, Student Payments and Student Bursaries.