

# WORKING WITH THE PAYROLL DEADLINES

## Payroll Deadline - tasks requiring Payroll action/approval

*The following tasks require action/approval by Payroll. These therefore need to be completed by the standard Payroll Deadline in order to be included in that month's pay.*

New starters (including allowances added before they have been processed in CorePay)

New appointments (including variable hours and regradings)

Transfers (Internal and between department) *(must be fully complete by the main payroll admin deadline in order to process the correct salary calculation between both appointments. Not adhering to this could cause an incorrect or non-payment.)*

Contract extensions - requiring a new staff request (see [Staff Request and Contract Decision Matrix](#))

Allowances (ongoing, including new allowances to change the cost coding on existing allowances)

One-off allowances/payments (paper form)

Submission of claim forms for casual/variable hours *(the deadline for casual payment forms is earlier than the payroll deadline and usually around 5th of the month, please refer to the current month's payroll cycle diagram)*

Amending multiplier (e.g. for change of hours, sick leave half or no pay)

Additional increment(s)

Submission of MatB1 and Notification of Maternity Leave form

Maternity leave return (where pay has changed)

Unpaid leave

Leavers *(to ensure that any final deductions can be picked up early and Payroll can issue a paper final payslip to the employee's home address.)*

## Supplementary Payroll Deadline - tasks requiring department action only

*The following tasks do not require action or approval by Payroll. Ideally these would still be completed by the Payroll Deadline but, if necessary, these can be entered into Core up to the Supplementary Payroll Deadline, and will still be included in that month's pay run.*

Changing personal data -e.g. name, address, bank details (note these will take immediate effect)

Changing job title

Changing payslip location

Contract extensions - not requiring a new post (see [Staff Request and Contract Decision Matrix](#))

Funding / cost allocation changes – e.g. percentage changes and cost coding changes

Ending allowances *(when ending a Percentage Allowance after the main payroll admin deadline, please notify your Payroll Officer. To decide which allowances have a percentage calculation please refer to the [Allowance Guide.](#))*

Maternity leave start *(maternity pay may not be calculated until following month if MatB1 and notification form are not supplied by the Payroll Deadline)*

Late notification leavers *(to ensure that Payroll can issue a paper final payslip to the employee's home address)*