

HR & Payroll Calendar 2019

The following approved documents are required by the HR Cut-off dates for processing each month:

- Appointment forms with the appropriate starter packs (including Right to Work Checklist)
- Absence forms (including sick notes and self-certifications)
- Leavers forms
- Overtime forms

Dates	Cut Off Dates (to HR) to receive signed requests and documents	Final date for timesheet claims to be submitted and approved	Pay Day
2019			
January	03-Jan-19	14-Jan-19	25-Jan-19
February	01-Feb-19	14-Feb-19	27-Feb-19
March	01-Mar-19	14-Mar-19	27-Mar-19
April	01-Apr-19	14-Apr-19	26-Apr-19
May	03-May-19	14-May-19	24-May-19
June	03-Jun-19	14-Jun-19	27-Jun-19
July	03-Jul-19	14-Jul-19	26-Jul-19
August	02-Aug-19	14-Aug-19	27-Aug-19
September	03-Sep-19	14-Sep-19	27-Sep-19
October	03-Oct-19	14-Oct-19	25-Oct-19
November	01-Nov-19	14-Nov-19	27-Nov-19
December	30-Nov-19	14-Dec-19	23-Dec-19
2020			
January	03-Jan-20	14-Jan-20	27-Jan-20
February	03-Feb-20	14-Feb-20	27-Feb-20

Document should be sent to the appropriate HR mailbox:

- HRArtsandSocSci@rhul.ac.uk
- HRManEconandLaw@rhul.ac.uk
- HRScience@rhul.ac.uk
- HRProfessionalServices@rhul.ac.uk
- hourlypaidteaching@rhul.ac.uk
- Student Workers – use shared drive

Information received after the cut-off date will be processed in the following month's payroll.