

# HR & Payroll Calendar 2022



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
January	23-Dec-21	14-Jan-22	27-Jan-22
February	03-Feb-22	14-Feb-22	25-Feb-22
March	03-Mar-22	14-Mar-22	25-Mar-22
April	31-Mar-22	14-Apr-22	27-Apr-22
May	03-May-22	14-May-22	27-May-22
June	01-Jun-22	14-Jun-22	27-Jun-22
July	01-Jul-22	14-Jul-22	27-Jul-22
August	03-Aug-22	14-Aug-22	26-Aug-22
September	02-Sep-22	14-Sep-22	27-Sep-22
October	03-Oct-22	14-Oct-22	27-Oct-22
November	03-Nov-22	14-Nov-22	25-Nov-22
December	01-Dec-22	14-Dec-22	22-Dec-22
2023 January	23-Dec-22	14-Jan-23	27-Jan-23
February	03-Feb-23	14-Feb-23	27-Feb-23

The standard cut-off date to HR is the 3rd of each month unless that falls at a weekend when it is the previous Friday. There are also some exceptions for Bank Holidays.

Document should be sent to the appropriate HR mailbox:

- [HRoperations@rhul.ac.uk](mailto:HRoperations@rhul.ac.uk)
- Student Workers – use shared drive

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