

# HR DEADLINES 2024/25

In order to ensure that contracts and contract amendments are actioned and employees are paid promptly and accurately for the work that they do, the correct and complete paperwork should be submitted to the HR Office (room 110 in Whiteknights House) according to the timescales below.

| All Authorised documents to be received by HR | Timesheet deadlines (pay until Sunday before deadline) | Signed acceptance to be received by HR to ensure payment | Pay date |
|-----------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|----------|
|                                               | 12 noon                                                |                                                          |          |