

The purpose of this document is to set out and further define the monthly deadline in terms of HR and Payroll processing and the steps Academic Colleges and Schools, and Professional Services Directorates must complete to action a payroll change

University and subsidiary company staff members are paid on the last working day of every month. This means that by a certain point every month, all processing has to be completed, for those changes to be reflected in the pay of that month.

This therefore relates to matters such as **new starters, changes in hours, and contract extensions.**

The monthly payroll processing cut-off date is typically the 10th of the month. This will however change, for example at Easter and Christmas, and where this is the case, it will be communicated via the Staff Bulletin.

What does the Payroll cut-off actually mean?

The payroll cut-off date is the latest date on which changes can be made, for those changes to then be reflected in the pay of that month. In terms of a change being made, this means the change having been fully approved and processed by the date.

In terms of the specific scenarios noted above;

New starters – The contract of employment will note that to be paid in their first month, the contract must be returned, and all pre employment checks completed, prior to the 10th of the month. Where this is not completed, the staff member will be paid the following month – and the start date may also be pushed back if pre employment checks have not been undertaken ahead of the original proposed date.

Recruiting Managers therefore must be mindful of this when agreeing the employment start date. This applies to both advertised, and non-advertised posts. A minimum of 7 working days must be allowed for HR to carry out the ID right to work pre employment check and draft and issue the contract of employment. A staff member should not be instructed to commence work prior to receiving their contract of employment from HR. When making a verbal offer of employment the recruiting manager must therefore make it clear that the expected start date is a target start date which will be subject to all pre-employment checks having been completed before that date.

An ID check must take place before the individual commences employment. Similarly, employment legislation stipulates that terms and conditions of employment must be issued ahead of, or on day one of employment. Start dates cannot therefore be backdated and a minimum of 7 working days must be allowed for HR to ensure that the University can fulfil its legal obligations. Start dates will be amended by HR if sufficient time has not been factored in.

Change in hours – Where an increase in hours is requested, the request must be fully approved. The contract addendum will only be drafted and issued, and the payroll amended once approval has taken place. If this has taken place by the cut-off date, the adjusted salary will be paid in that month. Where this is not possible an adjustment will be made to the salary in the following month. As it is possible that any change in hours request may not be authorised you should ensure that you submit a request in plenty of time ahead of the proposed start date.

Contract extensions - Where a contract is to be extended, that extension must be fully approved by the monthly deadline (fully approved means the entire process completed from Executive approval, Finance/IRIS approval and HR having received confirmation of completion ahead of the monthly deadline. Where the request for approval has been made by the College / School / Directorate

concerned, but has not been fully approved, no payment will be made to the individual staff member. Payment would only be made where approval has taken place. As it is possible that any contract extension request may not be authorised you should ensure that you submit a request in plenty of time ahead of the current contract expiry date. Managers will receive e-mail alerts from iTrent 120 days before the current contract expiry date therefore allowing sufficient time for processing.

For those involved in recruitment and selection exercises, a number of short, user-friendly guides have been developed:

The [planning for a successful appointment guide](#) outlines some key steps and considerations when recruiting to a vacancy.

The [guidance and quick reference checklist](#) outlines the key considerations at each stage of the recruitment and selection exercise.

The [recruitment and selection time-scales document](#) provides an indicative time scale from when a role is identified, to when an individual would commence employment.

Regular training is also offered on the University's Recruitment and Selection Policy and Procedure, and the dates on which they take place can be found on the [training schedule](#).

In summary – Payroll Deadline means any request for a contract/contract variation being fully processed ahead of that deadline as follows:

- Approved by Executive approver
- Approved by Finance/IRIS
- Pre employment checks (for all new starters, and for visa holders with extensions) undertaken by HR
- Contract issued by HR
- Personal details (e.g. bank account etc) returned by new starters.