**Deadlines for timesheets for those being paid monthly**

If you are on a monthly contract with the University then your TES pay will also be paid monthly. You are welcome to still submit your timesheets on a weekly basis and we will save them up until the appropriate monthly deadline, or you can submit them once a month in time for the deadline. Please note that the timesheets must be submitted and authorised in time for the deadline. Timesheets that miss the deadline will not be processed until the next month. Please see below for the deadlines for 2018:

|  |  |  |
| --- | --- | --- |
| **Month** | **Deadline for timesheets – 9am on…** | **Pay date** |
| January | Mon 8th | 26th |
| February | Mon 12th | 26th |
| March | Mon 12th | 26th |
| April | Mon 9th | 26th |
| May | Tue 8th | 25th |
| June | Mon 11th | 26th |
| July | Mon 9th | 26th |
| August | Mon 6th | 24th |
| September | Mon 10th | 26th |
| October | Mon 8th | 26th |
| November | Mon 12th | 26th |
| December | Mon 3rd | 21st |