

2023 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 2023:

Month	Deadline for timesheets – 9am on...	Pay date
January	Mon 9 th	26 th
February	Mon 6 th	24 th
March	Mon 6 th	24 th
April	Mon 3 rd	26 th
May	Tue 9 th	26 th
June	Mon 12 th	26 th
July	Mon 10 th	26 th
August	Mon 7 th	25 th
September	Mon 11 th	26 th
October	Mon 9 th	26 th
November	Mon 6 th	24 th
December	Mon 4 th	22 nd