

In order to ensure that all staff are paid in a timely way, the Payroll team (fin.div.payroll@lse.ac.uk) has a monthly schedule by which various documents must be received in order to be included in that month's pay run. Please ensure you are familiar with your particular contract type and that the relevant documents/contracts reach the Human Resources Division by their own deadlines.

To be paid in a particular month, it is essential HR/Payroll has the following documents:

- **Contract:** Departments employing a new staff member needs to forward the contract for employees to HR (humanresources@lse.ac.uk) by the HR deadline. Contracts will then be processed, and HR will notify the employee to return it signed and to provide all other relevant documents no later than the Payroll deadline to guarantee payment of the month in which you wish payment to start. All other paperwork needs to be completed by this deadline as well. Please note that most of these requirements are now online.
- **Right to Work (RTW)** must be completed no later than the beginning of the contract and no work can be done until this is approved by HR.
- **ETA contract queries**, please contact hr.pay.hourly@lse.ac.uk.
- **Hourly Paid:** please be aware that monthly timesheets must be completed, sent to the line manager to be authorised who forwards it to Payroll (fin.div.payroll@lse.ac.uk) by the deadline of the month for the timesheet to be processed. If you have questions about the authorisation process for your department, please contact your Department or Centre Manager and refer to our procedure. Please note: Timesheet hours are paid a month in arrears and cover calendar months (i.e. 1st – 31st). For example, in November, only hours relating to 1 October – 31 October (or earlier) shall be paid. Please get familiarised with our procedures. Make sure that the most up to date timesheet is used as it is updated regularly. Delayed timesheets may attract unnecessary tax and NI.
- **Claim for payment:** Authorised claim for payment for casual staff - This must reach HR by the HR deadline for the month in which the payment is to be made. Authorised claim for overtime must reach by the payroll deadline.

HR and Payroll deadlines for the coming year are listed below.

Month	HR Deadline (starters, leavers, contractual variations)	Payroll Deadlines (timesheets, claims, bank details (exclusively via MyView, P45))	Pay Day
November 2021	Friday 29 October 2021	Friday 5 November 2021	Tuesday 30 November 2021
December 2021	Tuesday 30 November 2021	Thursday 2 December 2021	Wednesday 22 December 2021
January 2022	Tuesday 4 January 2022	Wednesday 5 January 2022	Monday 31 January 2022
February 2022	Friday 28 January 2022	Thursday 3 February 2022	Monday 28 February 2022
March 2022	Monday 28 February 2022	Thursday 3 March 2022	Thursday 31 March 2022
April 2022	Wednesday 30 March 2022	Monday 4 April 2022	Friday 29 April 2022
May 2022	Thursday 28 April 2022	Thursday 5 May 2022	Tuesday 31 May 2022
June 2022	Friday 27 May 2022	Monday 6 June 2022	Thursday 30 June 2022
July 2022	Wednesday 29 June 2022	Tuesday 5 July 2022	Friday 29 July 2022
August 2022	Wednesday 27 July 2022	Tuesday 2 August 2022	Wednesday 31 August 2022
September 2022	Friday 26 August 2022	Monday 5 September 2022	Friday 30 September 2022
October 2022	Monday 26 September 2022	Wednesday 5 October 2022	Monday 31 October 2022
November 2022	Friday 28 October 2022	Friday 4 November 2022	Wednesday 30 November 2022
December 2022	Thursday 24 November 2022	Friday 2 December 2022	Thursday 22 December 2022
January 2023	Thursday 22 December 2022	Friday 6 January 2023	Tuesday 31 January 2023