

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.

- **Hourly Paid Employees:** Please be aware that monthly timesheets must be completed at the end of each month, 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. Failing to do this may engender unnecessary tax and NI.
Please note: Timesheet hours are paid a month in arrears and cover a calendar month at the time. For example, in November payroll month, only hours relating to October or earlier month 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 payments:**
 - Authorised claim for casual staff must reach HR by their own deadline for the month in which the payment is to be made.
 - Authorised claim for overtime must reach Payroll team by the payroll deadline.
- **Queries to HR:** - Please email HR.Admin@lse.ac.uk if it is about a salaried employee. - If it is about hourly or GTA/GT please email HR.pay.hourly@lse.ac.uk.
- **Right to Work (RTW)** must be completed no later than the beginning of the contract and no work can begin until approved by HR. It is against the rules to begin work prior to provide RTW and have contract.. Failing to do so could see your visa affected/cancelled. If in doubt, please enquire with HR.visas@lse.ac.uk.

Month	Payroll Deadlines (timesheets, claims, bank details (exclusively via MyView, P45))	Pay Day
January 2023	Friday 5 January 2024	Wednesday 31 January 2024
February 2024	Monday 5 February 2024	Thursday 29 February 2024
March 2024	Monday 4 March 2024	Thursday 28 March 2024
April 2024	Monday 8 April 2024	Tuesday 30 April 2024
May 2024	Tuesday 7 May 2024	Friday 31 May 2024
June 2024	Tuesday 4 June 2024	Friday 28 June 2024
July 2024	Thursday 4 July 2024	Wednesday 31 July 2024
August 2024	Monday 5 August 2024	Friday 30 August 2024
September 2024	Wednesday 4 September 2024	Monday 30 September 2024
October 2024	Friday 4 October 2024	Thursday 31 October 2024
November 2024	Monday 4 November 2024	Friday 29 November 2024
December 2024	Monday 2 December 2024	Friday 20 December 2024
January 2025	Monday 6 January 2025	Friday 31 January 2025