

Since January 2025, LSE has introduced a self-service (MyHR), and we encourage that staff and departments familiarise themselves with these easy tools. One critical point to remember is that the deadline (every month) is the 14th, all claims must be submitted AND authorised to be paid in that same month, if otherwise, the claims will "drop" into the following month and causing a delay in the pay. Any issues in processing, please follow this links below or email MyHR@lse.ac.uk.

Submit or amend a timesheet Guideline	Accessing Self-Service	MyHR Support
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In order to ensure that all staff are paid in a timely manner, 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 to Payroll, bank details <u>(exclusively via MyHR)</u> , P45	Payroll Deadlines <u>(exclusively on Self-Service)</u>	Pay Day
January 2025	Monday 6 January 2025	All submissions to be submitted and authorised on or before 14th of the month, passed this date, the claims will be paid in the month, so please be prompt.	Friday 31 January 2025
February 2025	Wednesday 5 February 2025		Friday 28 February 2025
March 2025	Tuesday 4 March 2025		Monday 31 March 2025
April 2025	Friday 4 April 2025		Wednesday 30 April 2025
May 2025	Tuesday 6 May 2025		Friday 30 May 2025
June 2025	Thursday 5 June 2025		Monday 30 June 2025
July 2025	Friday 4 July 2025		Thursday 31 July 2025
August 2025	Tuesday 5 August 2025		Friday 29 August 2025
September 2025	Friday 5 September 2025		Tuesday 30 September 2025
October 2025	Monday 6 October 2025		Friday 31 October 2025
November 2025	Wednesday 5 November 2025		Friday 28 November 2025
December 2025	Tuesday 2 December 2025		Monday 22 December 2025
January 2026	Monday 5 January 2026		Friday 30 January 2026