

## **Payment Deadlines – 2023/2024**

*NOTE: Payments can only be entered against current contracts. To claim a payment for a previous role, please complete a timesheet and email it to [payroll.department@xentrall.org.uk](mailto:payroll.department@xentrall.org.uk)*

**April: Payments must be authorised by 09 April**

Anything authorised from 10th onwards, will be paid in May.

**May: Payments must be authorised by 14 May**

Anything authorised from 15th onwards, will be paid in June

**June: Payments must be authorised by 11 June**

Anything authorised from 12th onwards, will be paid in July

**July: Payments must be authorised by 9 July**

Anything authorised from 10th onwards, will be paid in August

**August: Payments must be authorised by 13 August**

Anything authorised from 14th onwards, will be paid in September

**September: Payments must be authorised by 10 September**

Anything authorised from 11th onwards, will be paid in October

**October: Payments must be authorised by 15 October**

Anything authorised from 16th onwards, will be paid in November

**November: Payments must be authorised by 12 November**

Anything authorised from 13th onwards, will be paid in December

**December: Payments must be authorised by 10 December**

Anything authorised from 11th onwards, will be paid in January

**January: Payments must be authorised by 14 January**

Anything authorised from 15th onwards, will be paid in February

**February: Payments must be authorised by 11 February**

Anything authorised from 12th onwards, will be paid in March

**March: Payments must be authorised by 10 March**

Anything authorised from 11th onwards, will be paid in April

For help entering payments, please contact the Support Team on [myhr@xentrall.org.uk](mailto:myhr@xentrall.org.uk) / 01642 524567

For pay related queries, please contact Payroll Team on [payroll.department@xentrall.org.uk](mailto:payroll.department@xentrall.org.uk) / 01642 528400