

Payment Deadlines – 2025/2026

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

April: Payments must be authorised by 06 April

Anything authorised from 07th onwards, will be paid in May.

May: Payments must be authorised by 11 May

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

June: Payments must be authorised by 08 June

Anything authorised from 09th onwards, will be paid in July

July: Payments must be authorised by 13 July

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

August: Payments must be authorised by 10 August

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

September: Payments must be authorised by 14 September

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

October: Payments must be authorised by 12 October

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

November: Payments must be authorised by 09 November

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

December: Payments must be authorised by 07 December

Anything authorised from 08th onwards, will be paid in January

January: Payments must be authorised by 11 January

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

February: Payments must be authorised by 08 February

Anything authorised from 09th onwards, will be paid in March

March: Payments must be authorised by 08 March

Anything authorised from 09th onwards, will be paid in April

For help entering payments, please contact the Support Team on myhr@xentrall.org.uk / 01642 524567

For pay related queries, please contact Payroll Team on payroll.department@xentrall.org.uk / 01642 528400