

Payroll Timetable August 2024 – July 2025

Please see the payroll pay dates, and the cut off dates for hourly paid claims/timesheets to be submitted and authorised for the next 12-month period. Claims submitted and authorised after the cut off date will automatically move to the following pay period.

We would kindly ask staff to ensure claims are submitted on a **weekly basis** to allow managers plenty of time for approval.

Period Start Date	Period End Date	Cut off Date for Timesheets/Claims	Processing Date	Pay date
01/08/2024	31/08/2024	21/08/2024	27/08/2024	30/08/2024
01/09/2024	30/09/2024	21/09/2024	25/09/2024	30/09/2024
01/10/2024	31/10/2024	21/10/2024	28/10/2024	31/10/2024
01/11/2024	30/11/2024	21/11/2024	26/11/2024	29/11/2024
01/12/2024	31/12/2024	12/12/2024	16/12/2024	19/12/2024
01/01/2025	31/01/2025	17/01/2025	21/01/2025	24/01/2025
01/02/2025	28/02/2025	21/02/2025	25/02/2025	28/02/2025
01/03/2025	31/03/2025	21/03/2025	26/03/2025	31/03/2025
01/04/2025	30/04/2025	21/04/2025	25/04/2025	30/04/2025
01/05/2025	31/05/2025	21/05/2025	27/05/2025	30/05/2025
01/06/2025	30/06/2025	21/06/2025	25/06/2025	30/06/2025
01/07/2025	31/07/2025	21/07/2025	28/07/2025	31/07/2025

***Any changes to cut off dates will be communicated to all staff.**

Any issues with submitting or authorising claims should be advised to payroll as soon as possible at payroll@ncgrp.co.uk

Hourly Paid Contracts

The government has introduced reforms to simplify holiday entitlement and holiday pay calculations in the Working Time Regulations. This meant introducing a method to calculate statutory holiday entitlement for irregular hours and part-year workers.

Therefore, with effect from the new NCG annual leave year on 1 August 2024 any claims submitted and approved for work carried out on or after this date will show on your payslip alongside an automatic holiday payment. Your holiday pay is calculated at 12.07% of your claims each month, and this figure is based on the fact that all workers are entitled to 5.6 weeks' leave.

Payroll & Pension Frequently Asked Questions (FAQ's)

In order to improve the service to all colleagues provided by the Payroll & Pension Team, we have compiled the most frequently asked questions and this is now available on the People Portal under Payroll & Pensions.

Please check the FAQ's before contacting payroll as you may find the answer you require and can resolve your query.

[NCG People Portal \(ncgrp.co.uk\)](https://ncgrp.co.uk)

Travel Scheme

Newcastle College / Newcastle 6th Form College – the travel scheme is open all year round and you can apply using the application form located on the People Portal under Payroll and Pensions or using the QR code below.



London Colleges – colleagues can apply for a rail card using the link below to the Transport UK Lets Commute portal. NCG will purchase the pass on your behalf and you will repay over the next 12 month by deduction from salary. You can also purchase Flexi Season tickets which can be purchased using your personal debit or credit card.

[Transport UK Corporate Travel \(letscommute.co.uk\)](https://letscommute.co.uk)