**Payroll Timetable August 2025 – July 2026**

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** | **Payroll Processing Date** | **Pay date** |
| 01/08/2025 | 31/08/2025 | 21/08/2025 | 26/08/2025 | 29/08/2025 |
| 01/09/2025 | 30/09/2025 | 21/09/2025 | 25/09/2025 | 30/09/2025 |
| 01/10/2025 | 31/10/2025 | 21/10/2025 | 28/10/2025 | 31/10/2025 |
| 01/11/2025 | 30/11/2025 | 21/11/2025 | 25/11/2025 | 28/11/2025 |
| 01/12/2025 | 31/12/2025 | 12/12/2025 | 17/12/2025 | 22/12/2025 |
| 01/01/2026 | 31/01/2026 | 16/01/2026 | 20/01/2026 | 23/01/2026 |
| 01/02/2026 | 28/02/2026 | 21/02/2026 | 24/02/2026 | 27/02/2026 |
| 01/03/2026 | 31/03/2026 | 21/03/2026 | 26/03/2026 | 31/03/2026 |
| 01/04/2026 | 30/04/2026 | 21/04/2026 | 27/04/2026 | 30/04/2026 |
| 01/05/2026 | 31/05/2026 | 21/05/2026 | 26/05/2026 | 29/05/2026 |
| 01/06/2026 | 30/06/2026 | 21/06/2026 | 25/06/2026 | 30/06/2026 |
| 01/07/2026 | 31/07/2026 | 21/07/2026 | 28/07/2026 | 31/07/2026 |

**\*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