

Payroll-Timesheet Submission Breakdown 2018/19

Academic Year	Start Date of Hours Claim Period	End Date of Hours Claim Period	Timesheet Deadline (Sunday of the last full week of the month at 11.59pm)	Monthly Payroll Run	Date Online Payslip available to view via Employee Self-Service	Payment Date of each Payroll Run
2018-2019	25/06/2018	29/07/2018	29/07/2018	August	24/08/2018	28/08/2018
	30/07/2018	26/08/2018	26/08/2018	September	26/09/2018	28/09/2018
	27/08/2018	30/09/2018	30/09/2018	October	24/10/2018	26/10/2018
	01/10/2018	28/10/2018	28/10/2018	November	26/11/2018	28/11/2018
	29/10/2018	25/11/2018	25/11/2018	December	17/12/2018	19/12/2018
	26/11/2018	30/12/2018	30/12/2018	January	26/01/2019	28/01/2019
	31/12/2018	27/01/2019	27/01/2019	February	26/02/2019	28/02/2019
	28/01/2019	24/02/2019	24/02/2019	March	26/03/2019	28/03/2019
	25/02/2019	31/03/2019	31/03/2019	April	24/04/2019	26/04/2019
	01/04/2019	28/04/2019	28/04/2019	May	26/05/2019	28/05/2019
	29/04/2019	26/05/2019	26/05/2019	June	26/06/2019	28/06/2019
	27/05/2019	30/06/2019	30/06/2019	July	24/07/2019	26/07/2019

Timesheet Submissions

- * Please make sure you have submitted your timesheets weekly, prior to the Timesheet Deadline Date.
- * All timesheets submitted after the deadline will be included in the next available payroll run.
- * Do not claim for hours over your allocated hours without authorisation from ISS. Please contact teaching-support@inf.ed.ac.uk.

If you are having difficulties accessing or submitting your online timesheet, please contact teaching-support@inf.ed.ac.uk.

Payslips

For queries around content on your payslip, contact the Payroll team by email: payroll@ed.ac.uk or telephone the Payroll team.

For queries about accessing your online payslip, via employee self-service, contact the HR Systems team by email HR.Systems@ed.ac.uk or telephone: +44 131 650 8126.