

## Payroll Schedules 2019-2020

Managers should refer to this documentation for an indication of when the payroll is available to authorise employee payment requests, i.e. mileage / overtime / expenses.

**Important: these deadlines are strictly for myTeam authorisations for employee claims made on mySelf**

The last two columns for each payroll table indicate:

1. The last possible date for input in any specified pay period (note the date is at close of business, and
2. That the payroll should be open again for authorisation on or just after the date indicated in the **Due to Open (am)** column.

Managers will be unable to authorise any employee claims on myTeam in between those dates.

### Payroll Key:

0416 = 2-weekly paid employees

0407 = 4-weekly paid employees

0410 = Permanent Teachers (Monthly paid)

<b>Payrun Schedule 0416FO</b>						
<b>2019/ 2020</b>						
<b>Wk</b>	<b>ACTUAL PAY DATE</b>	<b>Pay Period Covered</b>			<b>Due to Close</b>	<b>Due to Open</b>
2	18-Apr-19	6-Apr-19	to	19-Apr-19	9-Apr-19	15-Apr-19
4	2-May-19	20-Apr-19	to	3-May-19	23-Apr-19	29-Apr-19
6	16-May-19	4-May-19	to	17-May-19	7-May-19	13-May-19
8	30-May-19	18-May-19	to	31-May-19	21-May-19	27-May-19
10	13-Jun-19	1-Jun-19	to	14-Jun-19	4-Jun-19	10-Jun-19
12	27-Jun-19	15-Jun-19	to	28-Jun-19	18-Jun-19	24-Jun-19
14	11-Jul-19	29-Jun-19	to	12-Jul-19	2-Jul-19	8-Jul-19
16	25-Jul-19	13-Jul-19	to	26-Jul-19	16-Jul-19	22-Jul-19
18	8-Aug-19	27-Jul-19	to	9-Aug-19	30-Jul-19	5-Aug-19
20	22-Aug-19	10-Aug-19	to	23-Aug-19	13-Aug-19	19-Aug-19
22	5-Sep-19	24-Aug-19	to	6-Sep-19	27-Aug-19	2-Sep-19
24	19-Sep-19	7-Sep-19	to	20-Sep-19	10-Sep-19	16-Sep-19
26	3-Oct-19	21-Sep-19	to	4-Oct-19	24-Sep-19	30-Sep-19
28	17-Oct-19	5-Oct-19	to	18-Oct-19	8-Oct-19	14-Oct-19
30	31-Oct-19	19-Oct-19	to	1-Nov-19	22-Oct-19	28-Oct-19
32	14-Nov-19	2-Nov-19	to	15-Nov-19	5-Nov-19	11-Nov-19
34	28-Nov-19	16-Nov-19	to	29-Nov-19	19-Nov-19	25-Nov-19
36	12-Dec-19	30-Nov-19	to	13-Dec-19	3-Dec-19	n/a
38	16-Dec-19	14-Dec-19	to	27-Dec-19	n/a	11-Dec-19
40	9-Jan-20	28-Dec-19	to	10-Jan-20	20-Dec-19	28-Dec-19
42	23-Jan-20	11-Jan-20	to	24-Jan-20	14-Jan-20	20-Jan-20
44	6-Feb-20	25-Jan-20	to	7-Feb-20	28-Jan-20	3-Feb-20
46	20-Feb-20	8-Feb-20	to	21-Feb-20	11-Feb-20	17-Feb-20
48	5-Mar-20	22-Feb-20	to	6-Mar-20	25-Feb-20	2-Mar-20
50	19-Mar-20	7-Mar-20	to	20-Mar-20	10-Mar-20	16-Mar-20
52	2-Apr-20	21-Mar-20	to	3-Apr-20	24-Mar-20	30-Mar-20

<b>Payrun Schedule 0407FW</b>						
<b>2019/ 2020</b>						
<b>Wk</b>	<b>ACTUAL PAY DATE</b>	<b>Pay Period Covered</b>			<b>Due to Close</b>	<b>Due to Open</b>
4	9-Apr-19	17-Mar-19	to	13-Apr-19	27-Mar-19	4-Apr-19
8	7-May-19	14-Apr-19	to	11-May-19	24-Apr-19	2-May-19
12	4-Jun-19	12-May-19	to	8-Jun-19	22-May-19	30-May-19
16	2-Jul-19	9-Jun-19	to	6-Jul-19	19-Jun-19	27-Jun-19
20	30-Jul-19	7-Jul-19	to	3-Aug-19	17-Jul-19	25-Jul-19
24	27-Aug-19	4-Aug-19	to	31-Aug-19	14-Aug-19	22-Aug-19
28	24-Sep-19	1-Sep-19	to	28-Sep-19	11-Sep-19	19-Sep-19
32	22-Oct-19	29-Sep-19	to	26-Oct-19	9-Oct-19	17-Oct-19
36	19-Nov-19	27-Oct-19	to	23-Nov-19	6-Nov-19	14-Nov-19
40	17-Dec-19	24-Nov-19	to	21-Dec-19	4-Dec-19	12-Dec-19
44	14-Jan-20	22-Dec-19	to	18-Jan-20	21-Dec-19	9-Jan-20
48	11-Feb-20	19-Jan-20	to	15-Feb-20	29-Jan-20	6-Feb-20
52	10-Mar-20	16-Feb-20	to	14-Mar-20	26-Feb-20	5-Mar-20

<b>Payrun Schedule 0410MO</b>						
<b>2019/ 2020</b>						
<b>Mth</b>	<b>ACTUAL PAY DATE</b>	<b>Pay Period Covered</b>			<b>Due to Close</b>	<b>Due to Open</b>
1	25-Apr-19	1-Apr-19	to	30-Apr-19	12-Apr-19	19-Apr-19
2	30-May-19	1-May-19	to	31-May-19	20-May-19	27-May-19
3	27-Jun-19	1-Jun-19	to	30-Jun-19	17-Jun-19	24-Jun-19
4	25-Jul-19	1-Jul-19	to	31-Jul-19	15-Jul-19	22-Jul-19
5	29-Aug-19	1-Aug-19	to	31-Aug-19	19-Aug-19	26-Aug-19
6	26-Sep-19	1-Sep-19	to	30-Sep-19	16-Sep-19	23-Sep-19
7	24-Oct-19	1-Oct-19	to	31-Oct-19	14-Oct-19	21-Oct-19
8	28-Nov-19	1-Nov-19	to	30-Nov-19	18-Nov-19	25-Nov-19
9	19-Dec-19	1-Dec-19	to	31-Dec-19	9-Dec-19	16-Dec-19
10	30-Jan-20	1-Jan-20	to	31-Jan-20	20-Jan-20	27-Jan-20
11	27-Feb-20	1-Feb-20	to	29-Feb-20	17-Feb-20	24-Feb-20
12	26-Mar-20	1-Mar-20	to	31-Mar-20	16-Mar-20	23-Mar-20