

Academies - 15th payday	Pay month			
	Apr-20	May-20	Jun-20	Jul-20
Academy deadline for All Absences, Unpaid Leave and HR instructions via Eforms	1st	30th April	1st	1st
Academy deadline for inputting Additional/Supply Hours and HR changes	1st	30th April	2nd	2nd
Academy receives pre payroll report	2nd	4th	4th	3rd
Academy queries pre payroll report deadline	6th	6th	8th	7th
<b>DO NOT INPUT ANY FURTHER INFORMATION ONTO ITRENT FROM</b>	<b>6th</b>	<b>6th</b>	<b>8th</b>	<b>7th</b>
<b>Payroll Schedule to run</b>	<b>8th</b>	<b>7th</b>	<b>9th</b>	<b>8th</b>
<b>PAYROLL WILL RE-OPEN ON</b>	<b>15th</b>	<b>13th</b>	<b>12th</b>	<b>10th</b>
BACS File sent to Academy bureau	8th	11th	11th	9th
Electronic payslips sent	14th	13th	11th	13th
Costing File available	5th May	5th June	3rd July	5th August
Employee bank account credited	15th	15th	15th	15th

Academies - 19th/ 20th payday	Pay month			
	Apr-20	May-20	Jun-20	Jul-20
Academy deadline for All Absences, Unpaid Leave and HR instructions via Eforms	2nd	4th	3rd	3rd
Academy deadline for inputting Additional/Supply Hours and HR changes	3rd	6th	8th	6th
Academy receives pre payroll report	6th	7th	10th	8th
Academy queries pre payroll report deadline	8th	11th	12th	10th
<b>DO NOT INPUT ANY FURTHER INFORMATION ONTO ITRENT FROM</b>	<b>8th</b>	<b>11th</b>	<b>12th</b>	<b>10th</b>
<b>Payroll Schedule to run</b>	<b>9th</b>	<b>12th</b>	<b>15th</b>	<b>13th</b>
<b>PAYROLL WILL RE-OPEN ON</b>	<b>16th</b>	<b>15th</b>	<b>18th</b>	<b>15th</b>
BACS File sent to Academy bureau	14th	13th	16th	16th
Electronic payslips sent	16th	18th	18th	16th
Costing File available	5th May	5th June	3rd July	5th August
Employee bank account credited	17th/20th	19th/20th	19th	17th/20th

Academies - 22nd payday	Pay month			
	Apr-20	May-20	Jun-20	Jul-20
Academy deadline for inputting All Absences and Unpaid Leave	3rd	4th	3rd	2nd
Academy deadline for inputting Additional/Supply Hours	6th	6th	9th	7th
Academy HR Team Deadline	6th	5th	8th	6th
Academy receives pre payroll report	7th	7th	10th	8th
Academy queries pre payroll report deadline	9th	12th	12th	10th
<b>DO NOT INPUT ANY FURTHER INFORMATION ONTO ITRENT FROM</b>	<b>9th</b>	<b>12th</b>	<b>12th</b>	<b>10th</b>
<b>Payroll Schedule to run</b>	<b>14th</b>	<b>13th</b>	<b>16th</b>	<b>14th</b>
<b>PAYROLL WILL RE-OPEN ON</b>	<b>17th</b>	<b>18th</b>	<b>22nd</b>	<b>17th</b>
BACS File sent to Academy bureau	16th	14th	17th	15th
Electronic payslips sent	20th	18th	19th	20th
Costing File available	5th May	5th June	3rd July	5th August
Employee bank account credited	22nd	22nd	22nd	22nd

Academies - 24th/26th payday	Pay month			
	Apr-20	May-20	Jun-20	Jul-20
Academy deadline for All Absences, Unpaid Leave and HR instructions via Eforms	3rd	4th	4th	6th
Academy deadline for inputting Additional/Supply Hours and HR changes	6th	6th	8th	8th
Academy receives pre payroll report	8th	11th	12th	10th
Academy queries pre payroll report deadline	14th	13th	16th	14th
<b>DO NOT INPUT ANY FURTHER INFORMATION ONTO ITRENT FROM</b>	<b>14th</b>	<b>13th</b>	<b>16th</b>	<b>14th</b>
<b>Payroll Schedule to run</b>	<b>15th</b>	<b>14th</b>	<b>17th</b>	<b>15th</b>
<b>PAYROLL WILL RE-OPEN ON</b>	<b>20th</b>	<b>22nd</b>	<b>22nd</b>	<b>20th</b>
BACS File sent to Academy bureau	16th	15th	18th	16th
Electronic payslips sent	20th	20th	22nd	20th
Costing File available	5th May	5th June	3rd July	5th August
Employee bank account credited	24th	22nd/26th	24th/26th	24th/27th

Academies - Last working day and 28th	Pay month			
	Apr-20	May-20	Jun-20	Jul-20
Academy deadline for All Absences, Unpaid Leave and HR instructions via Eform	3rd	4th	4th	3rd
Academy deadline for inputting Additional/Supply Hours and HR changes	7th	11th	10th	9th

Academy receives pre payroll report	8th	13th	12th	10th
Academy queries pre payroll report deadline	14th	15th	16th	14th
<b><u>DO NOT INPUT ANY FURTHER INFORMATION ONTO ITRENT FROM</u></b>	<b>14th</b>	<b>15th</b>	<b>16th</b>	<b>14th</b>
<b><u>Payroll Schedule to run</u></b>	<b>16th</b>	<b>18th</b>	<b>18th</b>	<b>16th</b>
<b><u>PAYROLL WILL RE-OPEN ON</u></b>	<b>22nd</b>	<b>22nd</b>	<b>22nd</b>	<b>22nd</b>
BACS File sent to Academy bureau	17th	19th	19th	17th
Electronic payslips sent	22nd	22nd	22nd	22nd
Costing File available	5th May	5th June	3rd July	5th August
Employee bank account credited	28th/30th	28th/29th	26th/30th	28th/31st

<b>LA Schools</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>Jul-20</b>
LA deadline for inputting All Absences and Unpaid Leave	3rd	4th	4th	3rd
LA deadline for HR instructions via Eform	3rd	4th	4th	3rd
LA deadline for inputting Additional/Supply Hours and HR instructions	8th	7th	10th	9th
<b><u>DO NOT INPUT ANY FURTHER INFORMATION ONTO ITRENT FROM</u></b>	<b>13th</b>	<b>11th</b>	<b>12th</b>	<b>13th</b>
<b><u>PAYROLL SCHEDULED TO RUN</u></b>	<b>17th</b>	<b>15th</b>	<b>19th</b>	<b>17th</b>
<b><u>PAYROLL WILL RE-OPEN ON</u></b>	<b>22nd</b>	<b>19th</b>	<b>23rd</b>	<b>21st</b>
Employee bank account credited	30th	29th	30th	31st