CAMPUS JOBS PAY DEADLINES 2023

We expect you to submit your timesheets weekly. Any timesheets approved after the manager deadline will be paid at the end of the following month.

You have 40 days from the end of the timesheet week to submit your hours. After 40 days you will no longer be able to submit the timesheet for approval.

Work eligible to be paid this month up to and including:	Deadline for workers to submit timesheet – 10am (week ending on a Sunday)	Deadline for managers to approve submitted timesheets - 6pm	Pay Date
Sunday 12th March	Monday 13th March	Friday 17th March	Friday 31st March
Sunday 9th April	Monday 10th April	Friday 14th April	Friday 28th April
Sunday 7th May	Monday 8th May	Monday 15th May	Wednesday 31st May
Sunday 4th June	Monday 5th June	Wednesday 14th June	Friday 30th June
Sunday 2nd July	Monday 3rd July	Wednesday 12th July	Monday 31st July
Sunday 6th August	Monday 7th August	Monday 14th August	Thursday 31st August
Sunday 3rd September	Monday 4th September	Thursday 14th September	Friday 29th September
Sunday 8th October	Monday 9th October	Monday 16th October	Tuesday 31st October
Sunday 5th November	Monday 6th November	Wednesday 15th November	Thursday 30th November
Sunday 3rd December	Monday 4th December	Wednesday 6th December	Wednesday 20th December

To change your bank account details, click the timesheet tab followed by the person icon and then update profile. You must complete this update by the manager deadline for the change to take effect that month. Please note that we cannot pay to international bank accounts.

For more information or clarification, please contact Campus Jobs via email: campusjobs@reading.ac.uk or call 0118 378 4499

CAMPUS JOBS PAY DEADLINES 2023-2024

We expect you to submit your timesheets weekly. Any timesheets approved after the manager deadline will be paid at the end of the following month.

You have 40 days from the end of the timesheet week to submit your hours. After 40 days you will no longer be able to submit the timesheet for approval.

Work eligible to be paid this month up to and including:	Deadline for workers to submit timesheet – 10am (week ending on a Sunday)	Deadline for managers to approve submitted timesheets - 6pm	Pay Date
Sunday 7th January 2024	Monday 8th January 2024	Monday 15th January 2024	Wednesday 31st January 2024
Sunday 4th February	Monday 5th February	Monday 12th February	Thursday 29th February
Sunday 3rd March	Monday 4th March	Monday 11th March	Friday 29th March

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