

CAMPUS JOBS PAY DEADLINES

2022

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 9 th January	Monday 10 th January	Monday 17 th January	Monday 31 st January
Sunday 6 th February	Monday 7 th February	Monday 14 th February	Monday 28 th February
Sunday 6 th March	Monday 7 th March	Thursday 17 th March	Thursday 31 st March
Sunday 3 rd April	Monday 4 th April	Friday 8 th April	Friday 29 th April
Sunday 8 th May	Monday 9 th May	Monday 16 th May	Tuesday 31 st May
Sunday 12 th June	Monday 13 th June	Thursday 16 th June	Thursday 30 th June
Sunday 10 th July	Monday 11 th July	Friday 15 th July	Friday 29 th July
Sunday 7 th August	Monday 8 th August	Monday 15 th August	Wednesday 31 st August
Sunday 11 th September	Monday 12 th September	Friday 16 th September	Friday 30 th September
Sunday 9 th October	Monday 10 th October	Monday 17 th October	Monday 31 st October
Sunday 6 th November	Monday 7 th November	Tuesday 15 th November	Wednesday 30 th November
Sunday 4 th December	Monday 5 th December	Wednesday 7 th December	Wednesday 21 st 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**

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