

# CAMPUS JOBS PAY DEADLINES

## 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 7 <sup>th</sup> April	Monday 8 <sup>th</sup> April	Monday 15 <sup>th</sup> April	Tuesday 30 <sup>th</sup> April
Sunday 5 <sup>th</sup> May	Monday 6 <sup>th</sup> May	Monday 13 <sup>th</sup> May	Friday 31 <sup>st</sup> May
Sunday 2 <sup>nd</sup> June	Monday 3 <sup>rd</sup> June	Monday 10 <sup>th</sup> June	Friday 28 <sup>th</sup> June
Sunday 7 <sup>th</sup> July	Monday 8 <sup>th</sup> July	Monday 15 <sup>th</sup> July	Wednesday 31 <sup>st</sup> July
Sunday 4 <sup>th</sup> August	Monday 5 <sup>th</sup> August	Monday 12 <sup>th</sup> August	Friday 30 <sup>th</sup> August
Sunday 1 <sup>st</sup> September	Monday 2 <sup>nd</sup> September	Monday 9 <sup>th</sup> September	Monday 30 <sup>th</sup> September
Sunday 6 <sup>th</sup> October	Monday 7 <sup>th</sup> October	Monday 14 <sup>th</sup> October	Thursday 31 <sup>st</sup> October
Sunday 3 <sup>rd</sup> November	Monday 4 <sup>th</sup> November	Wednesday 13 <sup>th</sup> November	Friday 29 <sup>th</sup> November
Sunday 1 <sup>st</sup> December	Monday 2 <sup>nd</sup> December	Wednesday 4 <sup>th</sup> December	Thursday 19 <sup>th</sup> 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](mailto:campusjobs@reading.ac.uk) or call 0118 378 4499**