

Date: 27th November 2025

Payroll Deadlines for December and January

Please review the key payroll deadlines for December 2025 and January 2026 to ensure all information is submitted in time for processing.

To avoid delays to pay, expenses or contractual changes, all paperwork and electronic submissions must reach the Payroll and HR teams by the dates listed in the table provided. This includes paper expenses, e-expenses, electronic data (SVLs, e-roster and spreadsheets), and new starter information.

Pay dates:

- December pay day: 22nd December 2025
- January pay day: 26th January 2026

Managers are encouraged to plan ahead to ensure that staff are paid accurately and promptly, particularly during the busy festive period.