

NHS Blood and Transplant

Payroll and Expenses submission and authorisation timetable

2016/2017	Latest date for expenses to be authorised and allocated for payment - by 4pm - to guarantee payment	Authorisation deadline for EASY timesheets, absence and Annual Leave - by 4pm	Payday
2016			
October	06-Oct-16	06-Oct-16	21-Oct-16
November	04-Nov-16	04-Nov-16	23-Nov-16
December	06-Dec-16	06-Dec-16	23-Dec-16
2017			
January	06-Jan-17	06-Jan-17	23-Jan-17
February	06-Feb-17	06-Feb-17	23-Feb-17
March	06-Mar-17	06-Mar-17	23-Mar-17
April	06-Apr-17	06-Apr-17	21-Apr-17
May	05-May-17	05-May-17	23-May-17
June	06-Jun-17	06-Jun-17	23-Jun-17
July	06-Jul-17	06-Jul-17	21-Jul-17
August	04-Aug-17	04-Aug-17	23-Aug-17
September	06-Sep-17	06-Sep-17	22-Sep-17
October	06-Oct-17	06-Oct-17	23-Oct-17
November	06-Nov-17	06-Nov-17	23-Nov-17
December	06-Dec-17	06-Dec-17	22-Dec-17