

NHS Blood and Transplant

Payroll and Expenses submission and authorisation timetable

2017/2018	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
2017			
November	06-Nov-17	06-Nov-17	23-Nov-17
December	06-Dec-17	06-Dec-17	22-Dec-17
2018			
January	05-Jan-18	05-Jan-18	23-Jan-18
February	06-Feb-18	06-Feb-18	23-Feb-18
March	06-Mar-18	06-Mar-18	23-Mar-18
April	06-Apr-18	06-Apr-18	23-Apr-18
May	04-May-18	04-May-18	23-May-18
June	06-Jun-18	06-Jun-18	22-Jun-18
July	06-Jul-18	06-Jul-18	23-Jul-18
August	06-Aug-18	06-Aug-18	23-Aug-18
September	06-Sep-18	06-Sep-18	21-Sep-18
October	05-Oct-18	05-Oct-18	23-Oct-18
November	06-Nov-18	06-Nov-18	23-Nov-18
December	06-Dec-18	06-Dec-18	21-Dec-18