

HR Christmas Deadlines

The HR Team will be unavailable between 24 December and 2 January, and have limited availability 22-23 December.

Please be aware that December and January are busy months for the HR team and payroll processing dates are earlier than usual. It would be appreciated if you could give the team as much notice as possible of recruitments, payroll changes, casual workers, visitors etc; but in particular please note the following deadlines:

	Deadline	Note
Latest start date for new starters to be paid in December	Wednesday 15 December	
Notification of December changes for Main Payroll (eg hours)	Friday 28 November	If the change requires finance sign off (eg increase in hours) it may not be processed in the December payroll
Casual and variable hours payroll claim forms to be received by HR team for payment in December payroll	Monday 24 November	For work completed up to 30 November
Casual and variable hours payroll claim forms to be received by HR team for payment in January payroll	Tuesday 16 December	For work completed up to 31 December
Latest date to submit a Recruitment Initiation Request form for processing before Christmas	Friday 12 December	Vacancy will be posted in January
Latest date to submit a Recruitment Initiation Request form for posting an advert before Christmas	Friday 28 November	Vacancy will close in January
Latest date to submit Interview Arrangement form for interviews to be held before Christmas	Friday 28 November	Please note if you hold interviews on the 22 or 23 the HR Team may not be able to respond to queries
Latest date to submit Chair's report for offer to be sent before Christmas	Friday 12 December	Any submissions after this date offer will be sent in January