

PAYROLL SCHEDULE

2022 / 2023

Month	Data Forwarded to Neo for Input Close Off 5pm		Changes you input on the system after this date will not show on your Trial Reports but will still be included in your payroll		Trial Payroll Reports Provided for Checking		Adjustments / Amendment Details Required from School		Payroll Locked (Inclusive)		Management Reports and Pay Breakdown uploaded to SharePoint		Payslips Released		Payroll Unlocked (Inclusive)		<u>PAYDAY</u>	
September	Wed	14-Sep	Fri	16-Sep	Tue	20-Sep	Thu	22-Sep	Fri	23-Sep	Tue	27-Sep	Wed	28-Sep	Thu	29-Sep	Fri	30-Sep
October	Thu	13-Oct	Mon	17-Oct	Wed	19-Oct	Fri	21-Oct	Mon	24-Oct	Wed	26-Oct	Thu	27-Oct	Fri	28-Oct	Mon	31-Oct
November	Mon	14-Nov	Wed	16-Nov	Fri	18-Nov	Tue	22-Nov	Wed	23-Nov	Fri	25-Nov	Mon	28-Nov	Tue	29-Nov	Wed	30-Nov
December	Wed	30-Nov	Fri	02-Dec	Tue	06-Dec	Thu	08-Dec	Fri	09-Dec	Tue	13-Dec	Wed	14-Dec	Thu	15-Dec	Fri	16-Dec
January	Fri	13-Jan	Tue	17-Jan	Thu	19-Jan	Mon	23-Jan	Tue	24-Jan	Thu	26-Jan	Fri	27-Jan	Mon	30-Jan	Tue	31-Jan
February	Fri	10-Feb	Tue	14-Feb	Thu	16-Feb	Mon	20-Feb	Tue	21-Feb	Thu	23-Feb	Fri	24-Feb	Mon	27-Feb	Tue	28-Feb
March	Wed	15-Mar	Fri	17-Mar	Tue	21-Mar	Thu	23-Mar	Fri	24-Mar	Tue	28-Mar	Wed	29-Mar	Thu	30-Mar	Fri	31-Mar
April	Wed	12-Apr	Fri	14-Apr	Tue	18-Apr	Thu	20-Apr	Fri	21-Apr	Tue	25-Apr	Wed	26-Apr	Thu	27-Apr	Fri	28-Apr
May	Fri	12-May	Tue	16-May	Thu	18-May	Mon	22-May	Tue	23-May	Thu	25-May	Fri	26-May	Tue	30-May	Wed	31-May
June	Wed	14-Jun	Fri	16-Jun	Tue	20-Jun	Thu	22-Jun	Fri	23-Jun	Tue	27-Jun	Wed	28-Jun	Thu	29-Jun	Fri	30-Jun
July	Thu	13-Jul	Mon	17-Jul	Wed	19-Jul	Fri	21-Jul	Mon	24-Jul	Wed	26-Jul	Thu	27-Jul	Fri	28-Jul	Mon	31-Jul
August	Mon	14-Aug	Wed	16-Aug	Fri	18-Aug	Tue	22-Aug	Wed	23-Aug	Fri	25-Aug	Tue	29-Aug	Wed	30-Aug	Thu	31-Aug

THE FIRST CLOSE OFF DATE IS ONLY FOR FORMS YOU ARE SENDING TO NEO FOR US TO INPUT TO THE PAYROLL. YOU CAN INPUT OVERTIME, HOURS CHANGES, GRADE CHANGES ETC DIRECT TO THE SYSTEM UPTO THE DAY BEFORE THE PAYROLL IS LOCKED.

REMEMBER: THE PAYROLL WILL CALCULATE EVERY NIGHT FROM YOUR PREVIOUS PAYDAY UPTO THE DAY BEFORE THE PAYROLL IS LOCKED

Close Off	This is the last date for sending adjustments to Neo for us to input on your behalf.
Trial Reports	Your checking reports will be available in your designated SharePoint folder on this date.
Trial Adjustments Deadlines	You should use this period between receiving your checking reports and the adjustments deadline to check your payroll and make adjustments yourself to those areas you can, or advise Neo of any changes you require us to complete. Anything sent after this date will not be processed in that months payroll
Payroll Locked	You cannot process changes to current employees within this period Changes to Absence will still be available within the locked period and will affect the current payroll. RECRUITMENT: New employees can be processed during this period to enable a contract to be created (but not paid), however for current employees changing or attaching new positions cannot be processed within the locked period.
Management Reports	Final payroll reports and costing breakdowns will be available in your designated SharePoint folder
Payslips Released	Payslips will be available within the employees portal (<i>and emailed if this applies to your organisation</i>).