Scenario factsheet

University's payroll cycles (main payroll)

University **HUMAN RESOURCES** | UNIVERSITY OF OXFORD

This guidance aims to help PeopleXD users to understand the University's pay periods and payroll cycles.

1. How/when salaries are paid, and the period each salary covers

Salaries are paid monthly, in arrears, at 1/12th of annual salary for each calendar month. Staff are paid on the penultimate working day of the month, directly into their bank account. **Example:** on Thursday 28 January 2021 University staff got paid for the full month of January (ie from 1st to 31st).

2. Payroll inputting period

The payroll inputting period refers to when pay-related items can be processed in PeopleXD, for the month in which salary will be paid. This period begins in the month before, straight after the 'no-user input' days; ie from circa 23rd of the month and until the standard payroll deadline - circa 10th of the month, for pay items requiring approval (ie those that impact the salary amount). Supplementary payroll items* may continue to be processed up to circa 20th of the month. See the Payroll Cycle diagram for exact dates.

> ⚠️ **Note *** Supplementary payroll items are those that do not require approval, such as: updates to address and bank details; cost centre updates; and processing late leavers.

3. 'No-user input' days

'No-user input' days refer to a period of normally two to four days when personnel changes **must not** be processed in PeopleXD. This is to allow Payroll to process all pay items entered into PeopleXD within the payroll inputting period that has just passed. This is normally around the 21st and 22nd of the month (plus two days if over a weekend) – see the Payroll Cycle diagram for exact dates. From the start of this period, pay-related changes for the current month can no longer be processed.

4. When to process salary/pay items

All current month's pay-related items must be processed within the payroll inputting period.

Example: For February 2021, pay-related items (including new starters or leavers in that month), must be processed from 26 January and *before* 10 February 2021. Supplementary payroll items may continue to be processed until 18 February.

Scenario 1 – before main deadline (c. 10th of month): A new employee starts on 15 February and they must be paid at the end of February. You must process their details during February's payroll inputting period, before the main payroll deadline, ie between 26 January (ie the day after January's 'no user input' period) and 10 February.

Scenario 2 - before supplementary deadline (ie c. 20th of the month): On 12 February (after the main payroll deadline), an employee requests to update their bank details before the February salary payment. As this change does not impact their salary amount, you can update this in PeopleXD any time before the end of 18 February for it to take effect for the February salary payment.
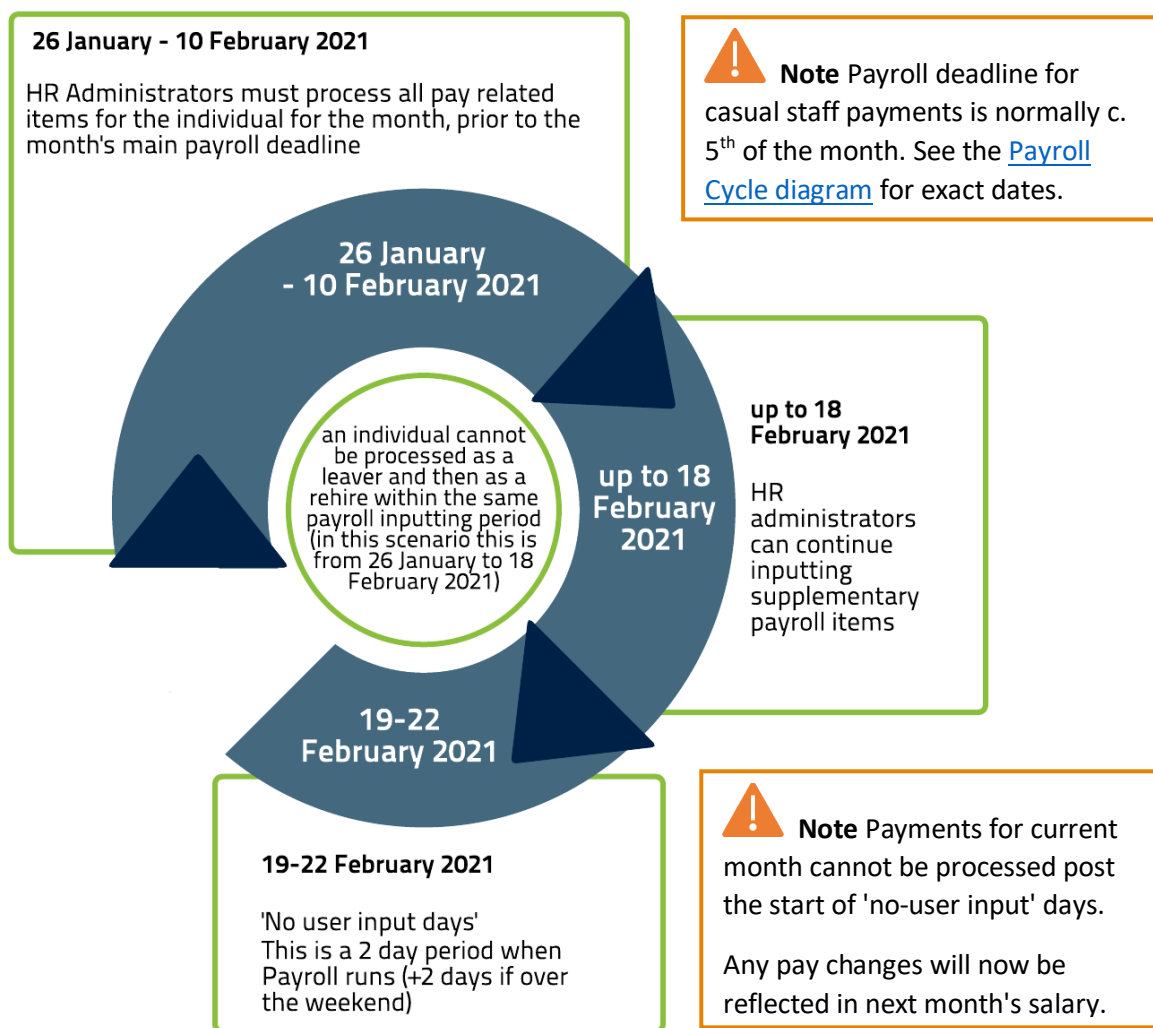
⚠️ Rehires

Irrespective of the actual leaving date and the rehire start date, you **must not process an individual as a leaver and then as a rehire in PeopleXD within the same payroll inputting period**. This applies to any

leaver and then a rehire across the entire University, and not just from within your department. Processing a leaver and a rehire within the same payroll inputting period will result in issues with tax codes/ payments, as well as P45s. If possible, separate these updates across different payroll inputting periods. If you need to process a leaver and a rehire within the same payroll period, please contact Payroll first.

5. Payroll periods diagram

This diagram represents a typical payroll period. The dates below are based on the February 2021 payroll month, and are used for **illustration purposes only**. See the Payroll Cycle diagram for exact dates.

26 January - 10 February 2021

HR Administrators must process all pay related items for the individual for the month, prior to the month's main payroll deadline

⚠ **Note** Payroll deadline for casual staff payments is normally c. 5th of the month. See the Payroll Cycle diagram for exact dates.

26 January - 10 February 2021

an individual cannot be processed as a leaver and then as a rehire within the same payroll inputting period (in this scenario this is from 26 January to 18 February 2021)

up to 18 February 2021

up to 18 February 2021

HR administrators can continue inputting supplementary payroll items

19-22 February 2021

19-22 February 2021

'No user input days' This is a 2 day period when Payroll runs (+2 days if over the weekend)

⚠ **Note** Payments for current month cannot be processed post the start of 'no-user input' days.

Any pay changes will now be reflected in next month's salary.

6. Examples of tasks for main and supplementary payroll deadlines

Before main payroll deadline: requires payroll action	Before supplementary payroll deadline: requires departmental action only
New starters/ new appointments/ transfers	Personal data changes, eg name, address, bank
Contract extensions requiring a new staff request	Changing job title/location
All allowances /payments (paper form) or additional increment(s)	Funding/cost allocation changes, eg percentage changes and cost coding changes
Amending multiplier, eg change of hours, sick leave - half or no pay etc	Contract extensions - not requiring a new post
Maternity leave pay changes	Ending allowances
Unpaid leave	Late notification leavers
Leavers	Maternity leave start