Pay Dates & Timesheet Deadlines 2024

Month	Work up to and including this date to be paid at the end of the month	Monthly deadline for timesheets to be submitted by WORKER (12:00pm)	Deadline for timesheet to be approved by MANAGER (5:00pm)	Pay date
January 2024	14/01/2024	15/01/2024	16/01/2024	26/01/24
February 2024	11/02/2024	12/02/2024	13/02/2024	28/02/24
March 2024	10/03/2024	11/03/2024	12/03/2024	28/03/24
April 2024	14/04/2024	15/04/2024	16/04/2024	26/04/24
May 2024	12/05/2024	13/05/2024	14/05/2024	28/05/24
June 2024	16/06/2024	17/06/2024	18/06/2024	28/06/24
July 2024	14/07/2024	15/07/2024	16/07/2024	26/07/24
August 2024	11/08/2024	12/08/2024	13/08/2024	28/08/24
September 2024	15/09/2024	16/09/2024	17/09/2024	27/09/24
October 2024	13/10/2024	14/10/2024	15/10/2024	28/10/24
November 2024	10/11/2024	11/11/2024	12/11/2024	28/11/24
December 2024	08/12/2024	09/12/2024	10/12/2024	23/12/24

Pay and Deadlines FAQs

I am working now/in the near future but haven't got a timesheet?

- Please contact your hiring manager to ensure they have requested the timesheets be set up
- Check you have accepted the offer of work on your ERS candidate portal and completed the online induction in full. Your timesheets will not appear until all sections of the induction are complete.

How do I receive payslips?

- If you have entered your National Insurance (NI) Number on your ERS candidate portal, your payslip will be emailed to you between the 25th and 28th of each month. Your NI Number is your password to open the payslip. If you do not have an NI number or if you have not entered it on the portal your payslip will be available on request.

Why have I not received my pay for this month?

- Using the table above check the dates of work are eligible for payment in that month. Also, double check your bank details have been entered correctly on the portal.

How can I update my details, make applications, and access my timesheets?

- You can do this by logging onto our portal: **https://www.lancaster.ac.uk/ers** with the email and password that you used when you registered with us