**Christmas closure days: Changes to Payroll and Recruitment deadlines**

Please note that the extended closure necessitates some changes to key deadlines in relation to payroll and recruitment, and these are detailed in full below:

**Payroll Deadlines**

Updated payroll deadlines are noted below (please note, no extensions to the deadline dates are possible):

|  |  |
| --- | --- |
| **28 November** | All employees must submit their timesheets to approvers by this date |
| **2 December** | Deadline for submitting all approved payments (consultancy fees, Excel timesheets etc.) |
| **4 December** | Approvers online timesheet upload deadline |

**Recruitment Deadlines**

|  |  |
| --- | --- |
| **1 December** | Last date for completed **shortlisting** paperwork to be submitted for interviews to be held in December |
| **4 December** | Final day for new starts to be included in December payroll |
| **6 December** | Offer/Contract – last date for **interview paperwork to be submitted for contracts** to be issued prior to festive break  *\*Please note: Interviews can take place in December until 18th December however no formal action i.e. issuing of contracts will be taken until week commencing 4th January.* |
| **11 December** | **To advertise before the University Festive Holiday Break**  All staff requests must be fully approved by this date to be advertised before the break. Closing dates will be extended to January for all posts still live on 18th December |
| **18 December** | Last date for any external candidates to commence their role to accommodate contract return, system log on and Right to Work Checks. |
| **11 January 2021** | Earliest January start date for (external) New Starts if not commenced before the 18th December 2020. |

Throughout this process your Local Resourcing Co-ordinator will continue to support you with any aspect of your recruitment; [contact details can be found here](https://www.gla.ac.uk/myglasgow/humanresources/contact/).

If you have any queries regarding the above, please contact your local HR Team in the first instance; their contact details can be [found on the HR website](https://www.gla.ac.uk/myglasgow/humanresources/contact/).