

TIMESHEETS

Any timesheets submitted and approved in time for the payroll deadline will be paid into your bank account on the last working day of the month. The only exception to this will be Christmas when the payroll may run earlier. You will be notified of any changes to the payroll cut off.

- Timesheets must be submitted weekly, by the following Monday at the latest, for the previous week's shifts.
- Timesheets must then be authorised by your line manager by the end of Wednesday that week.
- Payment is made to your bank account on the last working day of the month.
- Monthly submission deadlines are always on the Monday and are listed below.
- The submission dates are calculated to ensure at least 4 weekly timesheets, if applicable, will be included in each payroll.
- This depends on your line manager, or nominated deputy, authorising the timesheets the following day.
- Unitemps will not approve any timesheets on your manager's behalf.
- You should ensure your timesheets are being authorised promptly, be aware of any upcoming holidays, and inform Unitemps at the earliest possible time if you foresee any difficulties.
- Timesheets submitted after the deadline, or not authorised in time, will not be paid that month.
- Please do not attempt to submit a timesheet for part of a week as only one timesheet per week, per job can be submitted.

Timesheet Deadlines and payroll dates

MONTH	TIMESHEETS DEADLINE	PAY DATE
Mar-21	8th-Mar	31-Mar
Apr-21	12-Apr	30-Apr
May-21	10-May	28-May
Jun-21	14-Jun	30-Jun
Jul-21	12-Jul	30-Jul
Aug-21	09-Aug	31-Aug
Sep-21	13-Sep	30-Sep
Oct-21	11-Oct	29-Oct
Nov-21	08-Nov	30-Nov
Dec-21	13-Dec	31-Dec

IMPORTANT INFORMATION

Please be aware that any hours submitted and approved after Timesheet Submission deadline will be included in the following months' pay e.g. any hours submitted and approved after the 6th August will be included in your September pay. Please note: the payroll cycle means that you will not be paid for a calendar month, but as four weekly timesheet cycles (e.g. mid-November to mid-December)

Modern Slavery

We are committed to maintaining the highest ethical standards and to ensuring that no slavery or human trafficking is taking place in any part of our business or supply chains. Work is underway on a stand-alone University Policy to reflect our commitment and to embed appropriate processes and procedures into our operations. All workers have access to dedicated channels through which they may voice concerns – Call the unitemps team on 0161-295-0407



Pension Enquiries

For all pension enquires; please email pensions@salford.ac.uk

From 1st May 2017, UNITEMPS has been legally required to enter staff into a pension scheme if they met certain criteria. Unitemps has chosen NEST (National Employment Savings Trust) for this function.

To be automatically enrolled, a person has to be aged between 22 and State Pension Age and earn at least £10,000.00 per year.

As you do not work fixed hours, we must monitor your earnings to see if your average earnings over a three-month period exceed £833.00 per calendar month. (This is the monthly equivalent of £10,000.00 per year).

However, if you wish to be in NEST, you can opt to join at any time.

More information can be found on the [NEST website](#)

If you would like to join NEST, please send an email to pensions@salford.ac.uk

Payslips/P60s

The University recently announced that payslips have been moved online to 'Epay', a self-service system for accessing payslips and P60s electronically. As outlined in previous communications, the last paper payslip was issued to home addresses in November 2020 so all colleagues should have now registered for an Epay account to access their payslips.

All copy payslips from March 2020 and P60s from 2019/20 onwards are/will be available online when you have registered with Epay.

The move to online payslips will help the University to further improve sustainability, reducing the cost of equipment and paper, and in turn will help us to reduce our carbon footprint.

P45 Request

To request a P45 please email your request to Unitemps@salford.ac.uk including your present home address. Please insure you have claimed any outstanding holiday pay as failure to do so could delay payment in the future.

Personnel Number

Please ensure your Personnel Number is stated in all communication sent to this mailbox. If you do not know your Personnel Number and you do not have a payslip to refer to, please ensure your email includes the following information:

- Full name
- National Insurance Number
- Date of birth
- First line of home address and Post Code

Failure to include this information may result in a delay in responding to your enquiry.

Request for copy payslips/P60s

(see above).

Change of home/emergency contact address

If you wish to notify us of a change in home/emergency contact address, please email all details to unitemps@salford.ac.uk

Change of bank details

If you wish to notify us of a change in bank details, please download the [Bank Authority Form](#) and scan the completed and signed copy back to this email address (unitemps@salford.ac.uk). Please ensure you state your Personnel Number (from your payslip) on the form. If the Personnel Number is omitted from the form, this will result in a delay in processing the change.

Personal Salary Estimates/Forecasts

Due to the sheer volume of requests we receive we are unable to provide individual/personal net pay forecasts. If you wish to obtain an estimate of your monthly net pay, you may find this [Salary Calculator](#) helpful. Please note this calculator is from an external website and is not owned/maintained by the Unitemps/University of Salford; therefore, we are not responsible for the validity of the results, which should be used as a rough guide only.