

School's Deadlines April 2022 to March 2023

Month	Claims to week ended	Last Date for Portal Input	Contractual Data to be received in payroll	Payroll Lock down period	Pay Day
April 22	3 rd April	8 th April	31 st March	11 th – 14 th April	22 nd April
May 22	1 st May	10 th May	29 th April	11 th – 16 th May	20 th May
June 22	5 th June	10 th June	27 th May	13 th – 16 th June	22 nd June
July 22	3 rd July	12 th July	30 th June	13 th – 18 th July	22 nd July
Aug 22	7 th Aug	10 th Aug	29 th July	11 th – 16 th Aug	22 nd Aug
Sept 22	4 th Sept	12 th Sept	26 th Aug	13 th – 16 th Sept	22 nd Sept
Oct 22	2 nd Oct	11 th Oct	30 th Sept	12 th – 17 th Oct	21 st Oct
Nov 22	6 th Nov	10 th Nov	31 st Oct	11 th – 16 th Nov	22 nd Nov
Dec 22	4 th Dec	13 th Dec	30 th Nov	14 th – 16 th Dec	22 nd Dec
Jan 23	1 st Jan	11 th Jan	30 th Dec	12 th – 16 th Jan	20 th Jan
Feb 23	5 th Feb	13 th Feb	31 st Jan	14 th – 16 th Feb	22 nd Feb
Mar 23	5 th March	13 th Mar	28 th Feb	14 th – 16 th Mar	22 nd Mar

The above dates are deadline dates but wherever possible, NCC would expect contractual information to be sent to Payroll prior to this, as and when completed. **Data received after the latest date cannot be guaranteed for processing in the current month.**

Portal input – Please bear in mind that if you decide to delay entering your claims/absence until the last portal input date then you will not leave any contingency for any corrections that you may need to make.

Please ensure you send your contractual data via the Secure Transfer System.
When checking the status of files sent through the BMS Portal, tasks with a Completed status means we have downloaded the documents off the BMS Portal but this does not mean that the requested changes have been actioned on the payroll system

Please note the deadline dates may be subject to change.

Postal Address if required:
Payroll Services, Education Team, TBH,
Business Service Centre,
County Hall, West Bridgford, Nottingham NG2 7QP