



Pay Dates & Timesheet Deadlines 2025

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 timesheets to be approved by MANAGER (5:00pm)	Pay date
January 2025	12/01/2025	13/01/2025	14/01/2025	28/01/25
February 2025	09/02/2025	10/02/2025	11/02/2025	28/02/25
March 2025	09/03/2025	10/03/2025	11/03/2025	28/03/25
April 2025	13/04/2025	14/04/2025	15/04/2025	28/04/25
May 2025	11/05/2025	12/05/2025	13/05/2025	28/05/25
June 2025	15/06/2025	16/06/2025	17/06/2025	27/06/25
July 2025	13/07/2025	14/07/2025	15/07/2025	28/07/25
August 2025	10/08/2025	11/08/2025	12/08/2025	28/08/25
September 2025	14/09/2025	15/09/2025	16/09/2025	26/09/25
October 2025	12/10/2025	13/10/2025	14/10/2025	28/10/25
November 2025	09/11/2025	10/11/2025	11/11/2025	28/11/25
December 2025	07/12/2025	08/12/2025	09/12/2025	22/12/25

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