

## West Lothian Council - Payroll Processing Timetable 2022 / 2023

### Monthly Payroll (Excludes Pensions)

Month	Pay Period	Last Date for Submission of Claims & HR Data	Payment Date
April	1	08/04/2022	28/04/2022
May	2	06/05/2022	26/05/2022
June	3	10/06/2022	30/06/2022
July	4	08/07/2022	28/07/2022
August	5	05/08/2022	25/08/2022
September	6	09/09/2022	29/09/2022
October	7	07/10/2022	27/10/2022
November	8	04/11/2022	24/11/2022
December	9	02/12/2022	21/12/2022
January	10	04/01/2023	19/01/2023
February	11	03/02/2023	23/02/2023
March	12	10/03/2023	30/03/2023

**Notes:** Submission of claims refers to mileage, overtime etc.  
Submission of H.R. data refers to information on new starts, employee changes and leavers.