

West Lothian Council - Payroll Processing Timetable 2023 / 2024

Monthly Payroll (Excludes Pensions)

Month	Pay Period	Last Date for Submission of Claims	Last Date for Submission of HR Data	Payment Date	Remarks
April	1	06/04/2023	06/04/2023	27/04/2023	
May	2	10/05/2023	05/05/2023	25/05/2023	
June	3	09/06/2023	09/06/2023	29/06/2023	
July	4	10/07/2023	07/07/2023	27/07/2023	
August	5	10/08/2023	10/08/2023	31/08/2023	
September	6	08/09/2023	08/09/2023	28/09/2023	
October	7	10/10/2023	06/10/2023	26/10/2023	
November	8	10/11/2023	10/11/2023	30/11/2023	
December	9	04/12/2023	01/12/2023	20/12/2023	Early payment
January	10	03/01/2024	03/01/2024	18/01/2024	Early payment
February	11	02/02/2024	02/02/2024	22/02/2024	Early payment
March	12	08/03/2024	08/03/2024	28/03/2024	

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