

West Lothian Council - Payroll Processing Timetable 2024 / 2025

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	05/04/2024	05/04/2024	25/04/2024	
May	2	10/05/2024	10/05/2024	30/05/2024	
June	3	07/06/2024	07/06/2024	27/06/2024	
July	4	05/07/2024	05/07/2024	25/07/2024	
August	5	09/08/2024	09/08/2024	29/08/2024	
September	6	06/09/2024	06/09/2024	26/09/2024	
October	7	11/10/2024	10/10/2024	31/10/2024	
November	8	08/11/2024	08/11/2024	28/11/2024	
December	9	03/12/2024	03/12/2024	19/12/2024	Early payment
January	10	03/01/2025	03/01/2025	23/01/2025	Early payment
February	11	07/02/2025	06/02/2025	27/02/2025	
March	12	07/03/2025	07/03/2025	27/03/2025	

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