

West Lothian Council - Payroll Processing Timetable 2025/2026

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	01/04/2025	03/04/2025	24/04/2025	
May	2	09/05/2025	09/05/2025	29/05/2025	
June	3	06/06/2025	06/06/2025	26/06/2025	
July	4	11/07/2025	11/07/2025	31/07/2025	
August	5	08/08/2025	08/08/2025	28/08/2025	
September	6	05/09/2025	05/09/2025	25/09/2025	
October	7	10/10/2025	10/10/2024	30/10/2025	
November	8	07/11/2025	07/11/2025	27/11/2025	
December	9	01/12/2025	01/12/2025	18/12/2025	Early payment
January	10	05/01/2026	05/01/2026	22/01/2026	Early payment
February	11	06/02/2026	06/02/2026	26/02/2026	
March	12	06/03/2026	06/03/2026	26/03/2026	

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