

West Lothian Council - Payroll Processing Timetable 2026/2027

Monthly Payroll (Excludes Pensions)

Month	Pay Period	Last Date for Submission of Claims	Last Date for Submission of HR Data	Date HR Complete Keying	Date Payroll Complete Input	All Payroll Checks Complete	Payroll Complete	Bacs Processing Date	Payslip Pay Date	Payment Date	Remarks
April	1	10/04/2026	10/04/2026	16/04/2026	20/04/2026	23/04/2026	24/04/2026	29/04/2026	30/04/2026	30/04/2026	
May	2	08/05/2026	08/05/2026	14/05/2026	18/05/2026	21/05/2026	22/05/2026	27/05/2026	28/05/2026	28/05/2026	
June	3	05/06/2026	05/06/2026	11/06/2026	15/06/2026	18/06/2026	19/06/2026	24/06/2026	25/06/2026	25/06/2026	
July	4	10/07/2026	10/07/2026	16/07/2026	20/07/2026	23/07/2026	24/07/2026	29/07/2026	30/07/2026	30/07/2026	
August	5	07/08/2026	07/08/2026	13/08/2026	17/08/2026	20/08/2026	21/08/2026	26/08/2026	27/08/2026	27/08/2026	
September	6	04/09/2026	04/09/2026	10/09/2026	14/09/2026	17/09/2026	18/09/2026	23/09/2026	24/09/2026	24/09/2026	
October	7	09/10/2026	09/10/2026	15/10/2026	19/10/2026	22/10/2026	23/10/2026	28/10/2026	29/10/2026	29/10/2026	
November	8	06/11/2026	06/11/2026	12/11/2026	16/11/2026	19/11/2026	20/11/2026	25/11/2026	26/11/2026	26/11/2026	
December	9	01/12/2026	01/12/2026	08/12/2026	12/12/2026	15/12/2026	16/12/2026	21/12/2026	31/12/2025	22/12/2026	Early payment
January	10	05/01/2027	05/01/2027	07/01/2027	11/01/2027	14/01/2027	15/01/2027	20/01/2027	28/01/2027	21/01/2027	Early payment
February	11	05/02/2027	05/02/2027	11/02/2027	15/02/2027	18/02/2027	19/02/2027	24/02/2027	25/02/2027	25/02/2027	
March	12	05/03/2027	05/03/2027	11/03/2027	15/03/2027	18/03/2027	19/03/2027	24/03/2027	25/03/2027	25/03/2027	

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