

West Lothian Council - Payroll Processing Timetable 2026/2027

Monthly Payroll (Excludes Pensions)

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