



## Payment Schedule 2025

|                    |           | Suggested Timesheet(s) to be included |            |                      |                          |                                                                        |
|--------------------|-----------|---------------------------------------|------------|----------------------|--------------------------|------------------------------------------------------------------------|
| No. Weeks in Month | Pay month | Monday                                | Sunday     | Monthly cut off date | Pay day                  | Notes                                                                  |
| 5 Weeks            | Jan-25    | 25/11/2024                            | 01/12/2024 | 5pm Friday 10.01.25  | Friday 31.01.2025        | Christmas / New Year - Closed<br>23.12.2024 - 01.01.2025               |
|                    |           | 02/12/2024                            | 08/12/2024 |                      |                          |                                                                        |
|                    |           | 09/12/2024                            | 15/12/2024 |                      |                          |                                                                        |
|                    |           | 16/12/2024                            | 22/12/2024 |                      |                          |                                                                        |
|                    |           | 23/12/2024                            | 29/12/2024 |                      |                          |                                                                        |
| 4 Weeks            | Feb-25    | 30/12/2024                            | 05/01/2025 | 5pm Friday 07.02.25  | Friday 28.02.25          |                                                                        |
|                    |           | 06/01/2025                            | 12/01/2025 |                      |                          |                                                                        |
|                    |           | 13/01/2025                            | 19/01/2025 |                      |                          |                                                                        |
|                    |           | 20/01/2025                            | 26/01/2025 |                      |                          |                                                                        |
| 5 Weeks            | Mar-25    | 27/01/2025                            | 02/02/2025 | 5pm Friday 14.03.25  | Monday 31.03.25          | Closed Monday 18.03.25                                                 |
|                    |           | 03/02/2025                            | 09/02/2025 |                      |                          |                                                                        |
|                    |           | 10/02/2025                            | 16/02/2025 |                      |                          |                                                                        |
|                    |           | 17/02/2025                            | 23/02/2025 |                      |                          |                                                                        |
|                    |           | 24/02/2025                            | 02/03/2025 |                      |                          |                                                                        |
| 4 Weeks            | Apr-25    | 03/03/2025                            | 09/03/2025 | 5pm Friday 04.04.25  | Wednesday 30.04.25 (TBC) | Easter 18.04.2025 - 25.04.2025                                         |
|                    |           | 10/03/2025                            | 16/03/2025 |                      |                          |                                                                        |
|                    |           | 17/03/2025                            | 23/03/2025 |                      |                          |                                                                        |
|                    |           | 24/03/2025                            | 30/03/2025 |                      |                          |                                                                        |
| 4 Weeks            | May-25    | 31/03/2025                            | 06/04/2025 | 5pm Friday 09.05.25  | Friday 30.05.25          | Closed Monday 05.05.25                                                 |
|                    |           | 07/04/2025                            | 13/04/2025 |                      |                          |                                                                        |
|                    |           | 14/04/2025                            | 20/04/2025 |                      |                          |                                                                        |
|                    |           | 21/04/2025                            | 27/04/2025 |                      |                          |                                                                        |
| 5 Weeks            | Jun-25    | 28/04/2025                            | 04/05/2025 | 5pm Friday 06.06.25  | Monday 30.06.25          |                                                                        |
|                    |           | 05/05/2025                            | 11/05/2025 |                      |                          |                                                                        |
|                    |           | 12/05/2025                            | 18/05/2025 |                      |                          |                                                                        |
|                    |           | 19/05/2025                            | 25/05/2025 |                      |                          |                                                                        |
|                    |           | 26/05/2025                            | 01/06/2025 |                      |                          |                                                                        |
| 4 Weeks            | Jul-25    | 02/06/2025                            | 08/06/2025 | 5pm Friday 04.07.25  | Thursday 31.07.2025      | Closed Friday 11.07.25 - Monday<br>14.07.25                            |
|                    |           | 09/06/2025                            | 15/06/2025 |                      |                          |                                                                        |
|                    |           | 16/06/2025                            | 22/06/2025 |                      |                          |                                                                        |
|                    |           | 23/06/2025                            | 29/06/2025 |                      |                          |                                                                        |
| 4 Weeks            | Aug-25    | 30/06/2025                            | 06/07/2025 | 5pm Friday 08.08.25  | Friday 29.08.25          |                                                                        |
|                    |           | 07/07/2025                            | 13/07/2025 |                      |                          |                                                                        |
|                    |           | 14/07/2025                            | 20/07/2025 |                      |                          |                                                                        |
|                    |           | 21/07/2025                            | 27/07/2025 |                      |                          |                                                                        |
| 5 Weeks            | Sep-25    | 28/07/2025                            | 03/08/2025 | 5pm Friday 12.09.25  | Tuesday 30.09.25         |                                                                        |
|                    |           | 04/08/2025                            | 10/08/2025 |                      |                          |                                                                        |
|                    |           | 11/08/2025                            | 17/08/2025 |                      |                          |                                                                        |
|                    |           | 18/08/2025                            | 24/08/2025 |                      |                          |                                                                        |
|                    |           | 25/08/2025                            | 31/08/2025 |                      |                          |                                                                        |
| 4 Weeks            | Oct-25    | 01/09/2025                            | 07/09/2025 | 5pm Friday 10.10.25  | Friday 31.10.25          |                                                                        |
|                    |           | 08/09/2025                            | 14/09/2025 |                      |                          |                                                                        |
|                    |           | 15/09/2025                            | 21/09/2025 |                      |                          |                                                                        |
|                    |           | 22/09/2025                            | 28/09/2025 |                      |                          |                                                                        |
| 4 Weeks            | Nov-25    | 29/09/2025                            | 05/10/2025 | 5pm Friday 07.11.25  | Friday 28.11.25          |                                                                        |
|                    |           | 06/10/2025                            | 12/10/2025 |                      |                          |                                                                        |
|                    |           | 13/10/2025                            | 19/10/2025 |                      |                          |                                                                        |
|                    |           | 20/10/2025                            | 26/10/2025 |                      |                          |                                                                        |
| 4 Weeks            | Dec-25    | 27/10/2025                            | 02/11/2025 | 5pm Friday 05.12.25  | Friday 19.12.25 (TBC)    | Christmas / New Year Closed<br>Monday 24.12.25 - Wednesday<br>02.01.26 |
|                    |           | 03/11/2025                            | 09/11/2025 |                      |                          |                                                                        |
|                    |           | 10/11/2025                            | 16/11/2025 |                      |                          |                                                                        |
|                    |           | 17/11/2025                            | 23/11/2025 |                      |                          |                                                                        |
| 5 Weeks            | Jan-26    | 24/11/2025                            | 30/11/2025 | 5pm Friday 09.01.26  | Friday 30.01.26          |                                                                        |
|                    |           | 01/12/2025                            | 07/12/2025 |                      |                          |                                                                        |
|                    |           | 08/12/2025                            | 14/12/2025 |                      |                          |                                                                        |
|                    |           | 15/12/2025                            | 21/12/2025 |                      |                          |                                                                        |
|                    |           | 22/12/2025                            | 28/12/2025 |                      |                          |                                                                        |

### ANNUAL LEAVE INFORMATION:

[Requesting Annual Leave](#)

[Holiday Payment Schedule](#)

### QUB SYSTEM ACCESS & PAYSLEIPS:

An email will issue from [identitymanagement@qub.ac.uk](mailto:identitymanagement@qub.ac.uk) with QUB System Access Credentials 3 days before the start of an assignment. This email will include the worker number (starting with 35) and password.

To access Queens On Line: [QOL](#) please use the Username which is the 35 number e.g. 35xxxx@ads.qub.ac.uk when prompted.

Electronic Payslips are available on iTrent via QOL which is accessible during a live assignment only. Payslips are also posted to the postal address provided on QWork.

**REQUESTING P45 & LEAVING QWORK** - Please use the FAQs for further information on this process - [Worker FAQs : QWork](#) or contact [gworkadmin@qub.ac.uk](mailto:gworkadmin@qub.ac.uk).