

**ERS Pay Dates & Timesheet Deadlines 2023**

Month	Work up to and including this date paid at the end of the month	Deadline for timesheet to be submitted by WORKER (12:00pm)	Deadline for timesheet to be approved by MANAGER (5:00pm)	Pay date
January 2023	08/01/2023	09/01/2023	10/01/2023	27/01/2023
February 2023	05/02/2023	06/02/2023	07/02/2023	28/02/2023
March 2023	05/03/2023	06/03/2023	07/03/2023	28/03/2022
April 2023	02/04/2023	03/04/2023	04/04/2023	28/04/2023
May 2023	07/05/2023	08/05/2023	09/05/2023	26/05/2023
June 2023	11/06/2023	12/06/2023	13/06/2023	28/06/2023
July 2023	09/07/2023	10/07/2023	11/07/2023	28/07/2023
August 2023	06/08/2023	07/08/2023	08/08/2023	25/08/2023
September 2023	10/09/2023	11/09/2023	12/09/2023	28/09/2023
October 2023	08/10/2023	09/10/2023	10/10/2023	27/10/2023
November 2023	05/11/2023	06/11/2023	07/11/2023	28/11/2023
December 2023	TBC	TBC	TBC	TBC

**Pay and Deadlines FAQs****I am working now/in the near future but haven't got a timesheet?**

- Please contact your hiring manager to ensure they have requested the timesheets be set up
- Check you have accepted the offer of work on your ERS candidate portal and completed the online induction in full. Your timesheets will not appear until all sections of the induction are complete.

**How do I receive payslips?**

- If you have entered your National Insurance (NI) Number on your ERS candidate portal, your payslip will be emailed to you between the 25<sup>th</sup> and 28<sup>th</sup> of each month. Your NI Number is your password to open the payslip. If you do not have an NI number or if you have not entered it on the portal your payslip will be available on request.

**Why have I not received my pay for this month?**

- Using the table above check the dates of work are eligible for payment in that month. Also, double check your bank details have been entered correctly on the portal.

**How can I update my details, make applications, and access my timesheets?**

- You can do this by logging onto our portal: <https://www.lancaster.ac.uk/ers> with the email and password that you used when you registered with us