



Staff Payroll Information

Surrey County Council monthly payroll date is the last Thursday of each Month

(Except December when this will be paid before the 24th December - actual date tbc)

Overtime Casual/Claims deadline for all staff is the 2nd of each month (Or the Friday before if this falls on a weekend)

Please always ensure overtime and casual hour's claims are with SBM/Finance Officer by: 10am on the 2nd of each month

(Or the Friday before - if this falls on a weekend).

Any claims submitted after this deadline, unfortunately, will not get processed until the following month.

Claims must not be submitted more than two months in arrears i.e. overtime worked in April must be claimed by 2nd June.