



Payment Schedule 2025

No. Weeks in Month	Pay month	Suggested Timesheet(s) to be included		Monthly cut off date	Pay day	Notes
		Monday	Sunday			
5 Weeks	Jan-25	25/11/2024	01/12/2024	5pm Friday 10.01.25	Friday 31.01.2025	Christmas / New Year - Closed 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 13.06.25	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 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 Monday 24.12.25 - Wednesday 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 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.