

No: 008/25

22nd January 2025

Dear Colleagues,

Royal Mail Group – 2025 Pay Dates for Monthly Paid Staff

Further to LTB 376/24 regarding the 2024 changes to December monthly pay dates.

Whilst the CWU worked on a solution to ensure that any colleagues impacted by the pay date changes had the ability to request that their December salaries be paid on 24th December 2024, we were clear with the business that as much notice as possible should be given regarding the pay dates for monthly paid employees across 2025.

As such, please find attached a copy of the business's publication that has been shared with all managers and can be accessed on PSP. This includes the full published pay dates and payroll cut off guide for the 2025/26 year.

It is hoped that the early publication of this information to all Branches and Members will ensure that monthly paid colleagues have plenty of time to plan for the December 2025 pay dates as set out in the attached document.

Any enquiries in relation to the content of this LTB should be addressed to the DGSP department.

Yours sincerely,

Martin Walsh
Deputy General Secretary (Postal)

Pay Dates and Cut-off Dates

Guide for managers

This guide contains dates for pay and when forms must be sent to HR Services to be processed within the required timescales for employees of Royal Mail Group.

Main topic areas

- [Pay dates and cut-off dates for monthly paid employees](#)
- [Pay dates and cut-off dates for weekly paid employees](#)
- [Leavers](#)
- [Where to go for further information](#)

Getting help

Contact your manager if you have any queries about this guide.

Managers can obtain advice by:

Calling the HR Contact Centre on
0345 6060603

For web access go to:
<https://www.psp.royalmailgroup.com>



Pay Dates and Cut-off Dates

Guide for managers

Pay dates and cut-off dates for monthly paid employees

Please note dates listed could be subject to change.

From January 2025 to March 2026:

Month	Cut-off (All Forms)	Deadline for receipt of overtime & ad hoc allowances claims on PSP	Pay date
Jan-25	19/01/2025	21/01/2025	31/01/2025
Feb-25	16/02/2025	18/02/2025	28/02/2025
Mar-25	16/03/2025	18/03/2025	31/03/2025
Apr-25	20/04/2025	22/04/2025	30/04/2025
May-25	18/05/2025	20/05/2025	30/05/2025
Jun-25	15/06/2025	17/06/2025	30/06/2025
Jul-25	20/07/2025	22/07/2025	31/07/2025
Aug-25	17/08/2025	19/08/2025	29/08/2025
Sep-25	21/09/2025	23/09/2025	30/09/2025
Oct-25	19/10/2025	21/10/2025	31/10/2025
Nov-25	16/11/2025	18/11/2025	28/11/2025
Dec-25	21/12/2025	22/12/2025	31/12/2025
Jan-26	18/01/2026	20/01/2026	30/01/2026
Feb-26	15/02/2026	17/02/2026	27/02/2026
Mar-26	15/03/2026	17/03/2026	31/03/2026

Pay dates and cut-off dates for weekly paid employees

Form	Email Addresses	Deadline
ECR - Employee Changes	Via My HR Help	Friday 12 noon
ECR - MTSF	<u>HRSC MTSF</u>	Friday 12 noon
Assigned Shifts and Allowances - Permanent Allowance/ Shift Changes	<u>Assigned.Allowances@royalmail.com</u>	Friday 12 noon
Substitution	<u>HRSC Substitution</u>	Monday 12 noon
Please note all substitution claims should be keyed into PSP by 12 noon on a Monday. Any Absence changes need to be in put via MSS by 2.00 pm Tuesday (or before payroll shuts).		

Pay date is Friday of each week. Overtime should be keyed by every Tuesday 12 noon, at the latest to be processed in that week's pay. This will only include overtime that has been worked up to, and including, the previous Sunday. Please ensure forms are submitted to the relevant email address within HR Services by the deadline stated.

Please note, the above could be subject to change to accommodate bank holidays or business needs. Any changes will be communicated separately.

Leavers

Notification of leavers through Manage My Team on PSP should be submitted by Tuesday 12.00 noon for any employee leaving the business in that pay week. If a notification of a leaver is submitted after this point, but before Thursday 11.30, Pay Services are able to stop all pay and prevent overpayment for any employee who is leaving or who has left the business - please email "HRSC Leavers Immediate".

All these deadlines are subject to change for public holidays so please refer to any separate communications sent out.

Where to go for further information

Please refer to the Getting Help section above for further information.