



(https://leademployer.merseywestlancs.nhs.uk/)

Employee Hub

Host Hub

Wellbeing Hub

Policies (https://leademployer.merseywestlancs.nhs.uk/online-policies)

(https://leademployer.merseywestlancs.nhs.uk/online-forms)

NHSMersey and West Lancashire
Teaching Hospitals
NHS Trust

E

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Resident Doctor Hub [^ \(https://leademployer.merseywestlancs.nhs.uk/doctor-hub\)](https://leademployer.merseywestlancs.nhs.uk/doctor-hub)Resident Doctor Pre-employment Hub [^ \(https://leademployer.merseywestlancs.nhs.uk/new-trainees\)](https://leademployer.merseywestlancs.nhs.uk/new-trainees)Resident Doctor Employee Hub [^ \(https://leademployer.merseywestlancs.nhs.uk/doctor-employee-hub\)](https://leademployer.merseywestlancs.nhs.uk/doctor-employee-hub)Absence Support [^ \(https://leademployer.merseywestlancs.nhs.uk/absence-support\)](https://leademployer.merseywestlancs.nhs.uk/absence-support)Annual Leave Calculator [or \(https://leademployer.merseywestlancs.nhs.uk/annual-leave-calculator-resident-doctor\)](https://leademployer.merseywestlancs.nhs.uk/annual-leave-calculator-resident-doctor)Becoming a Local Negotiating Committee Representative [\(https://leademployer.merseywestlancs.nhs.uk/becoming-a-local-negotiating-committee-representative\)](https://leademployer.merseywestlancs.nhs.uk/becoming-a-local-negotiating-committee-representative)Confirmation of Employment [\(https://leademployer.merseywestlancs.nhs.uk/confirmation-of-employment\)](https://leademployer.merseywestlancs.nhs.uk/confirmation-of-employment)Colleague-in-Training Self-Service on ESR [\(https://leademployer.merseywestlancs.nhs.uk/colleague-in-training-self-service-on-esr\)](https://leademployer.merseywestlancs.nhs.uk/colleague-in-training-self-service-on-esr)Disclosure & Barring Service (DBS) Rechecks [\(https://leademployer.merseywestlancs.nhs.uk/disclosure-barring-service-dbs-rechecks\)](https://leademployer.merseywestlancs.nhs.uk/disclosure-barring-service-dbs-rechecks)End of Fixed Term Contract - Checklist [\(https://leademployer.merseywestlancs.nhs.uk/end-of-fixed-term-contract---checklist-\)](https://leademployer.merseywestlancs.nhs.uk/end-of-fixed-term-contract---checklist-)Exception Reporting [\(https://leademployer.merseywestlancs.nhs.uk/exception-reporting\)](https://leademployer.merseywestlancs.nhs.uk/exception-reporting)Expenses [\(https://leademployer.merseywestlancs.nhs.uk/expenses-1\)](https://leademployer.merseywestlancs.nhs.uk/expenses-1)Freedom to Speak Up [\(https://leademployer.merseywestlancs.nhs.uk/freedom-to-speak-up\)](https://leademployer.merseywestlancs.nhs.uk/freedom-to-speak-up)Guardians of Safe Working [\(https://leademployer.merseywestlancs.nhs.uk/guardians-of-safe-working\)](https://leademployer.merseywestlancs.nhs.uk/guardians-of-safe-working)Home Electronic Scheme [\(https://leademployer.merseywestlancs.nhs.uk/home-electronics-scheme-1\)](https://leademployer.merseywestlancs.nhs.uk/home-electronics-scheme-1)Industrial Action [^ \(https://leademployer.merseywestlancs.nhs.uk/industrial-action\)](https://leademployer.merseywestlancs.nhs.uk/industrial-action)

Pay Dates and Deadlines



Please see our guide below for the pay dates and submission deadlines for 2024 - 2025.

The dates are for all submissions to be processed through the current payroll month.

Submissions include, but are not restricted to:

- Locums
- Car parking instructions
- Reimbursement of travel costs that **do not** exceed the three month rule (prior approval by Lead Employment management)
- Mess fees
- Pension forms

Requests that are submitted after the dates detailed below will be processed in the following month's pay period.

Expenses Deadlines 2025/2026

Month	Payroll cut-off	E-Expenses Deadline	Pay Day
October 2025	09/10/2025	08/10/2025	28/10/2025
November 2025	11/11/2025	08/11/2025	28/11/2025
December 2025	03/12/2025	03/12/2025	22/12/2025
January 2026	07/01/2026	07/01/2026	26/01/2026
February 2026	10/02/2026	08/02/2026	27/02/2026
March 2026	10/03/2026	08/03/2026	27/03/2026

Informati on Governan ce	(https://leademployer.merseywestlancs.nhs.uk/information-governance-)
Internatio nal Colleague s	(https://leademployer.merseywestlancs.nhs.uk/international-colleagues)
Knowled ge Sessions	(https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions)
Medical Indemnit y	(https://leademployer.merseywestlancs.nhs.uk/medical-indemnity)
NHS Collaborati ve Bank - MWL	↙ (https://leademployer.merseywestlancs.nhs.uk/nhs-collaborative-bank-mwl)
Our Values and Behaviour s	(https://leademployer.merseywestlancs.nhs.uk/our-values-and-behaviours)
Overpayme nts and Underpaym ents	(https://leademployer.merseywestlancs.nhs.uk/overpayments-and-underpayments)
Pay Dates and Submission Deadlines	(https://leademployer.merseywestlancs.nhs.uk/pay-dates-and-deadlines)
Payslip and Payroll FAQs	(https://leademployer.merseywestlancs.nhs.uk/payroll-faqs)
Pens ions	(https://leademployer.merseywestlancs.nhs.uk/your-rewards)
Resident Doctor Forums	(https://leademployer.merseywestlancs.nhs.uk/resident-doctor-forums)
Salary Sacrifice Scheme	(https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-scheme-1-2)
Supported Return to Training	(https://leademployer.merseywestlancs.nhs.uk/supported-return-to-training)
Tax and HMRC	(https://leademployer.merseywestlancs.nhs.uk/tax-hmrc)
Terms and Conditio ns	(https://leademployer.merseywestlancs.nhs.uk/terms-and-conditions-of-service)
The British Medical Association	(https://leademployer.merseywestlancs.nhs.uk/the-british-medical-association-)
Total Reward Statement	(https://leademployer.merseywestlancs.nhs.uk/total-reward-statement)
Useful Contacts and Links	(https://leademployer.merseywestlancs.nhs.uk/useful-external-contacts-and-links)
Work Schedul es	(https://leademployer.merseywestlancs.nhs.uk/work-schedules)
Dental Hub	↙ (https://leademployer.merseywestlancs.nhs.uk/dental-hub)
Public Health Hub	↙ (https://leademployer.merseywestlancs.nhs.uk/public-health-hub)

News & Events

(<https://leademployer.merseywestlancs.nhs.uk/news>)

Contact & Enquiries

To see a full list of contacts for **Our Lead Employer Services** including e-mail and telephone details for the team, please [click](#)

Social Media

Keep up to date with the latest news and announcements by following our social media pages:

[here](#)

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(<https://www.facebook.com/MWLLeadEmployer/>)

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(https://www.instagram.com/mwl_leademployer/)

[Follow us on X](#)

(https://twitter.com/MWL_LE)

[Follow us on LinkedIn](#)

(<https://www.linkedin.com/company/the-lead-employer>)

**Shining a light on Paediatric and
Perinatal Pathology: A conversation
with Dr Francesca McDowell.**

(/news/article/255)

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