Cape Peninsula University of Technology

PAYDATES 2026

Month	Human Capital Administration (Final date for submission of documents to HC Administration)	Payroll Department (Final date for submission of documents to Payroll)	Pay Date
January 2026	Wednesday, 10 December 2025	Wednesday, 07 January 2026	Friday, 23 January 2026
February 2026	Tuesday, 13 January 2026	Thursday ,05 February 2026	Wednesday, 25 February 2026
March 2026	Friday, 13 February 2026	Thursday, 05 March 2026	Wednesday, 25 March 2026
April 2026	Friday, 13 March 2026	Tuesday, 07 April 2026	Friday, 24 April 2026
May 2026	Wednesday, 15 April 2026	Tuesday, 05 May 2026	Monday, 25 May 2026
June 2026	Friday, 15 May 2026	Wednesday, 03 June 2026	Thursday, 25 June 2026
July 2026	Wednesday, 17 June 2026	Monday, 06 July 2026	Friday, 24 July 2026
August 2026	Wednesday, 15 July 2026	Tuesday, 04 August 2026	Tuesday, 25 August 2026
September 2026	Friday, 14 August 2026	Friday, 04 September 2026	Friday, 25 September 2026
October 2026	Tuesday, 15 September 2026	Monday, 05 October 2026	Friday, 23 October 2026
November 2026	Thursday, 15 October 2026	Thursday, 05 November 2026	Wednesday, 25 November 2026
December 2026	Thursday, 12 November 2026	Wednesday, 25 November 2026	Friday, 11 December 2026

Key Payroll and Human Capital Submission Guidelines

- **Strict Deadlines Apply**: All submissions must adhere to the published deadlines to ensure accurate and timely salary payments. Late inputs will be processed in the following month's payroll cycle.
- **Departmental Responsibilities**: Human Capital (HC) changes must be submitted to the HC Administration Department; payroll-related changes or claims must be directed to the Payroll Department—each by their respective due dates.
- **Employment Contracts**: A legal contract must be issued for every new employee. Required documentation must be submitted to HC on or before the final HC submission date.
- **Complete Documentation Required**: All forms must be fully completed, signed, and properly approved. Incomplete submissions will be returned without processing.
- **Support Is Available**: If you are unsure about procedures or points of contact, please consult HC or Payroll well in advance of the final due dates.
- **Commitment to Accuracy**: The Payroll Section is dedicated to ensuring all employees are paid correctly and on time each month.

To uphold the integrity of our payroll operations and ensure every employee receives accurate and timely compensation, strict adherence to submission deadlines is mandatory. Late or incomplete submissions, whether to Human Capital or Payroll will not be processed and will result in delays that affect both individual employees and broader organizational compliance.

No exceptions. No extensions. Let's get it right the first time.