



In Pilsen, 6 February 2025
Ref: UKLFP/53281/2025

DEAN'S CIRCULAR NO. 1/2025

DEADLINES FOR SENDING WAGES AND WAGE DOCUMENTS IN 2025

Article 1 Introductory provisions

This Dean's Circular sets out the deadlines for sending wages and wage documents in 2025.

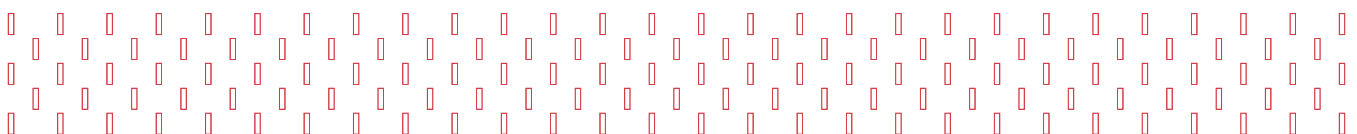
Article 2 Deadlines for sending wages

The dates for the payment of wages shall be as follows:

wage per month	date of dispatch
January	11-2-2025
February	11-3-2025
March	9-4-2025
April	12-5-2025
May	10-6-2025
June	9-7-2025
July	11-8-2025
August	9-9-2025
September	9-10-2025
October	11-11-2025
November	10-12-2025
December	9-1-2026

Article 3 Supporting documents for wages

- 3.1 Training statements shall be delivered by the department to the Personnel and Wages Department no later than three working days before the end of the month.



- 3.2 The wage documents from the timesheet in the form of a "Leave and DOR breakdown" table generated from WhoIs are sent by managers to the wage accountant for the workplace by email on the first working day of the following month.
- 3.3 Employee time records in WhoIs must also be approved by the manager on the first working day of the following month.

Article 4
Final Provision

- 4.1 Dean's Circular No. 1/2024 – Deadlines for sending wages and wage document in 2025.
- 4.2 This Circular shall come into force and effect on the date of signature by the Dean of the Faculty.¹

prof. MUDr. Jindřich Fínek, Ph.D., MHA
Dean of the Faculty

¹ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

