

## 2009/2010 Pay Deadlines and Pay Dates

Timesheets must be with your Department Administrators/Managers by no later than 5pm Tuesday. Administrators/Managers must have Timesheets to HR Administration, Hawthorn, Mail H14, by 12 noon Wednesday.

**FAXED TIMESHEETS ARE NOT ACCEPTED.**

Courier deadlines are to ensure all pay claims reach HR Administration, Hawthorn, Mail H14, by 12 noon Wednesday. **FAXED TIMESHEETS ARE NOT ACCEPTED.** For information regarding campus mail service please refer to the facilities and services webpage

Payrun	Deadline (Wednesday 12.00 noon)	Pay Date	Fortnight Fixed Term and Ongoing Staff	Fortnight Sessional Staff *
1	24-June-09	1 Jul 2009	22 June - 3 July	15 June - 26 June
2	08-July-09	15 Jul 2009	6 July - 17 July	29 June - 10 July
3	22-July-09	29 Jul 2009	20 July - 31 July	13 July - 24 July
4	05-Aug-09	12 Aug 2009	3 Aug - 14 Aug	27 July - 7 Aug
5	19-Aug-09	26 Aug 2009	17 Aug - 28 Aug	10 Aug - 21 Aug
6	02-Sep-09	9 Sep 2009	31 Aug - 11 Sep	24 Aug - 4 Sep
7	16-Sep-09	23 Sep 2009	14 Sep - 25 Sep	7 Sep - 18 Sep
8	30-Sep-09	7 Oct 2009	28 Sep - 9 Oct	21 Sep - 2 Oct
9	14-Oct-09	21 Oct 2009	12 Oct - 23 Oct	5 Oct - 16 Oct
10	28-Oct-09	4 Nov 2009	26 Oct - 6 Nov	19 Oct - 30 Oct
11	11-Nov-09	18 Nov 2009	9 Nov - 20 Nov	2 Nov - 13 Nov
12	25-Nov-09	2 Dec 2009	23 Nov - 4 Dec	16 Nov - 27 Nov
13	09-Dec-09	16 Dec 2009	7 Dec - 18 Dec	30 Nov - 11 Dec
14	16-Dec-09	30 Dec 2009	21 Dec - 1 Jan	14 Dec - 25 Dec
15	06-Jan-10	13 Jan 2010	4 Jan - 15 Jan	28 Dec - 8 Jan
16	20-Jan-10	27 Jan 2010	18 Jan - 29 Jan	11 Jan - 22 Jan
17	03-Feb-10	10 Feb 2010	1 Feb - 12 Feb	25 Jan - 5 Feb
18	17-Feb-10	24 Feb 2010	15 Feb - 26 Feb	8 Feb - 19 Feb
19	03-March-10	10 Mar 2010	1 March - 12 March	22 Feb - 5 March
20	17-March-10	24 Mar 2010	15 March - 26 March	8 March - 19 March
21	31-March-10	7 Apr 2010	29 March - 9 April	22 March - 2 April
22	14-April-10	21 Apr 2010	12 April - 23 April	5 April - 16 April
23	28-April-10	5 May 2010	26 April - 7 May	19 April - 30 April
24	12-May-10	19 May 2010	10 May - 21 May	3 May - 14 May
25	26-May-10	2 Jun 2010	24 May - 4 June	17 May - 28 May
26	09-June-10	16 Jun 2010	7 June - 18 June	31 May - 11 June
27	23-June-10	30 Jun 2010	21 June - 2 July	14 June - 25 June

\* Timesheets should only be submitted to Human Resources for work that has already been completed.  
Pay Run 14 is the last pay before Xmas closedown period.