

## Salary and Pay Deadlines – 2023

Pay Fortnight Ending	ALL HR Docs / Forms Fully Approved and Received by Employee Services Unit prior to FRIDAY 5pm:	Scholarships, Deductions, Overtime and KLM Claims Approved and Received by Employee Services Unit prior to FRIDAY 5pm:	Casual Timekeeper Form and CAHP Fortnightly Changes Submitted by Staff Member prior to MONDAY 5pm:	Timesheets APPROVED by CAHP Supervisor prior to Tuesday 5pm:	Timesheets APPROVED by Supervisor prior to WEDNESDAY 5pm	In Bank Account
<b>16 June 2023</b>	2 June 2023	2 June 2023	5 June 2023 (for hours worked 20/05/23 – 02/06/23)	6 June 2023	7 June 2023	15 June 2023
<b>30 June 2023</b> <b>**Last pay of financial year**</b>	16 June 2023	16 June 2023	19 June 2023 (for hours worked 03/06/23 – 16/06/23)	20 June 2023	21 June 2023	29 June 2023
<b>14 July 2023</b>	30 June 2023	30 June 2023	3 July 2023 (for hours worked 17/06/23 – 30/06/23)	4 July 2023	5 July 2023	13 July 2023
<b>28 July 2023</b>	14 July 2023	14 July 2023	17 July 2023 (for hours worked 01/07/23 – 14/07/23)	18 July 2023	19 July 2023	27 July 2023
<b>11 August 2023</b>	28 July 2023	28 July 2023	31 July 2023 (for hours worked 15/07/23 – 28/07/23)	1 August 2023	2 August 2023	10 August 2023
<b>25 August 2023</b>	11 August 2023	11 August 2023	14 August 2023 (for hours worked 29/07/23 – 11/08/23)	15 August 2023	16 August 2023	24 August 2023
<b>8 September 2023</b>	25 August 2023	25 August 2023	28 August 2023 (for hours worked 12/08/23 – 25/08/23)	29 August 2023	30 August 2023	7 September 2023
<b>22 September 2023</b>	8 September 2023	8 September 2023	11 September 2023 (for hours worked 26/08/23 – 08/09/23)	12 September 2023	13 September 2023	21 September 2023
<b>6 October 2023</b>	22 September 2023	22 September 2023	25 September 2023 (for hours worked 09/09/23 – 22/09/23)	26 September 2023	27 September 2023	5 October 2023
<b>20 October 2023</b>	6 October 2023	6 October 2023	9 October 2023 (for hours worked 23/09/23 – 06/10/23)	10 October 2023	11 October 2023	19 October 2023
<b>3 November 2023</b>	20 October 2023	20 October 2023	23 October 2023 (for hours worked 07/10/23 – 20/10/23)	24 October 2023	25 October 2023	2 November 2023

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<b>17 November 2023</b>	3 November 2023	3 November 2023	6 November 2023 (for hours worked 21/10/23 – 03/11/23)	7 November 2023	8 November 2023	16 November 2023
<b>1 December 2023</b>	17 November 2023	17 November 2023	20 November 2023 (for hours worked 04/11/23 – 17/11/23)	21 November 2023	22 November 2023	30 November 2023
<b>15 December 2023</b>	1 December 2023	1 December 2023	4 December 2023 (for hours worked 18/11/23 – 01/12/23)	5 December 2023	6 December 2023	14 December 2023
<b>29 December 2023</b>	15 December 2023	15 December 2023	18 December 2023 (for hours worked 02/12/23 – 15/12/23)	19 December 2023	20 December 2023	28 December 2023
**Dates subject to change due to University Xmas Closure**						