

Salary and Pay Deadlines – 2024



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:
12 January 2024	15 December 2023	15 December 2023	Tuesday, 2 January 2024 - 5pm (for hours worked 16/12/23 - 29/12/23)	Wednesday 3 January 2024, 10am	3 January 2024	11 January 2024
26 January 2024	12 January 2024	12 January 2024	15 January 2024 (for hours worked 30/12/23-12/01/24)	16 January 2024	17 January 2024	25 January 2024
9 February 2024	Thursday, 25 January 2024	Thursday, 25 January 2024	29 January 2024 (for hours worked 13/01/24-26/01/24)	30 January 2024	31 January 2024	8 February 2024
23 February 2024	9 February 2024	9 February 2024	12 February 2024 (for hours worked 27/01/24-09/02/24)	13 February 2024	14 February 2024	22 February 2024
8 March 2024	23 February 2024	23 February 2024	26 February 2024 (for hours worked 10/02/24-23/02/24)	27 February 2024	28 February 2024	7 March 2024
22 March 2024	8 March 2024	8 March 2024	11 March 2024 (for hours worked 24/02/24-08/03/24)	12 March 2024	13 March 2024	21 March 2024
5 April 2024 **Dates may change due to Easter public holidays**	22 March 2024	22 March 2024	25 March 2024 (for hours worked 09/03/24-22/03/24)	26 March 2024	27 March 2024	4 April 2024
19 April 2024	5 April 2024	5 April 2024	8 April 2024 (for hours worked 23/03/24-05/04/24)	9 April 2024	10 April 2024	18 April 2024
3 May 2024	19 April 2024	19 April 2024	22 April 2024 (for hours worked 06/04/24-19/04/24)	23 April 2024	24 April 2024	2 May 2024
17 May 2024	3 May 2024	3 May 2024	Tuesday, 7 May 2024 (for hours worked 20/04/24-03/05/24)	Wednesday 8 May 2024, 10am	8 May 2024	16 May 2024
31 May 2024	17 May 2024	17 May 2024	20 May 2024 (for hours worked 04/05/24-17/05/24)	21 May 2024	22 May 2024	30 May 2024
14 June 2024	31 May 2024	31 May 2024	3 June 2024 (for hours worked 18/05/24-31/05/24)	4 June 2024	5 June 2024	13 June 2024
28 June 2024 **Last pay of financial year**	14 June 2024	14 June 2024	17 June 2024 (for hours worked 01/06/24-14/06/24)	18 June 2024	19 June 2024	27 June 2024

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12 July 2024	28 June 2024	28 June 2024	1 July 2024 (for hours worked 15/06/24-28/06/24)	2 July 2024	3 July 2024	11 July 2024
26 July 2024	12 July 2024	12 July 2024	15 July 2024 (for hours worked 29/06/24-12/07/24)	16 July 2024	17 July 2024	25 July 2024
9 August 2024	26 July 2024	26 July 2024	29 July 2024 (for hours worked 13/07/24-26/07/24)	30 July 2024	31 July 2024	8 August 2024
23 August 2024	9 August 2024	9 August 2024	12 August 2024 (for hours worked 27/07/24-09/08/24)	13 August 2024	Tuesday, 13 August 2024	22 August 2024
6 September 2024	23 August 2024	23 August 2024	26 August 2024 (for hours worked 10/08/24-23/08/24)	27 August 2024	28 August 2024	5 September 2024
20 September 2024	6 September 2024	6 September 2024	9 September 2024 (for hours worked 24/08/24-06/09/24)	10 September 2024	11 September 2024	19 September 2024
4 October 2024	20 September 2024	20 September 2024	23 September 2024 (for hours worked 07/09/24-20/09/24)	24 September 2024	25 September 2024	3 October 2024
18 October 2024	4 October 2024	4 October 2024	Tuesday, 8 October 2024 (for hours worked 21/09/24-04/10/24)	8 October 2024	9 October 2024	17 October 2024
1 November 2024	18 October 2024	18 October 2024	21 October 2024 (for hours worked 05/10/24-18/10/24)	22 October 2024	23 October 2024	31 October 2024
15 November 2024	1 November 2024	1 November 2024	4 November 2024 (for hours worked 19/10/24-01/11/24)	5 November 2024	6 November 2024	14 November 2024
29 November 2024	15 November 2024	15 November 2024	18 November 2024 (for hours worked 02/11/24-15/11/24)	19 November 2024	20 November 2024	28 November 2024
13 December 2024 **Dates subject to change due to any EOY Closure period**	29 November 2024	29 November 2024	2 December 2024 (for hours worked 16/11/24-29/11/24)	3 December 2024	4 December 2024	12 December 2024
27 December 2024 **Dates subject to change due to any EOY Closure period**	13 December 2024	13 December 2024	16 December 2024 (for hours worked 30/11/24-13/12/24)	17 December 2024	18 December 2024	26 December 2024