

Fortnightly Claim Period	5pm Submission Deadline	Payment Date
04/08/2018 – 17/08/2018	21/08/2018	31/08/2018
18/08/2018 – 31/08/2018	04/09/2018	14/09/2018
01/09/2018 – 14/09/2018	18/09/2018	28/09/2018
15/09/2018 – 28/09/2018	02/10/2018	12/10/2018
29/09/2018 – 12/10/2018	16/10/2018	26/10/2018
13/10/2018 – 26/10/2018	30/10/2018	09/11/2018
27/10/2018 – 09/11/2018	13/11/2018	23/11/2018
10/11/2018 – 23/11/2018	27/11/2018	07/12/2018
24/11/2018 – 07/12/2018	05/12/2018	21/12/2018
08/12/2018 – 21/12/2018	12/12/2018	04/01/2019
22/12/2018 – 04/01/2019	08/01/2019	18/01/2019
05/01/2019 – 18/01/2019	22/01/2019	01/02/2019
19/01/2019 – 01/02/2019	05/02/2019	15/02/2019
02/02/2019 – 15/02/2019	19/02/2019	01/03/2019
16/02/2019 – 01/03/2019	05/03/2019	15/03/2019
02/03/2019 – 15/03/2019	19/03/2019	29/03/2019
16/03/2019 – 29/03/2019	02/04/2019	12/04/2019
30/03/2019 – 12/04/2019	16/04/2019	26/04/2019
13/04/2019 – 26/04/2019	30/04/2019	10/05/2019
27/04/2019 – 10/05/2019	14/05/2019	24/05/2019
11/05/2019 – 24/05/2019	28/05/2019	07/06/2019
25/05/2019 – 07/06/2019	11/06/2019	21/06/2019
Final pay run for income to be included in your 2019 ATO Income Statement		
08/06/2019 – 21/06/2019	25/06/2019	05/07/2019
22/06/2019 – 05/07/2019	09/07/2019	19/07/2019
06/07/2019 – 19/07/2019	23/07/2019	02/08/2019

NOTE: Casual salary payments are processed fortnightly and claims should be submitted to your supervisor in the fortnight immediately after the work is performed. Please ensure all details are correct when entering a claim, including correct meal breaks and the maximum hours per day that are applicable for your role. Overtime must be approved by your Supervisor before the work is performed. All claims must be in accordance with the conditions contained in your Offer of Appointment. In order for your pay to be processed in that week, your claim should be submitted correctly on time and your Supervisor must approve your claim by 12 noon on the Friday of non-pay week.