

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:
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	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	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 *Note: bank will be instructed to release payments from 24 December - receipt into bank accounts will vary by institution.
University end-of-year close-down period - 5pm Tuesday 24 December 2024 - Wednesday 1 January 2025						
10 January 2025 <small>Note: where possible all timesheets should be submitted and approved prior to close-down period and public holidays.</small>	13 December 2024	13 December 2024	30 December 2024 (for hours worked 14/12/24-27/12/24)	31 December 2024	1 January 2025	9 January 2025
24 January 2025	10 January 2025	10 January 2025	13 January 2025 (for hours worked 28/12/24-10/01/25)	14 January 2025	15 January 2025	23 January 2025

Please note that there will be no 'Out of Cycle' payments processed from 23 December 2024 to 3 January 2025 inclusive.