

# Salary and Pay Deadlines – 2025



Last updated: 15 January 2025

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:	CAHP - last day for school to approve schedule - prior to THURSDAY 5pm	CAHP - Casual Academic Confirm all available and timesheet open for editing from THURSDAY 6pm	MyAurion timesheets and CAHP Fortnightly Changes SUBMITTED by Staff Member prior to MONDAY 5pm:	CAHP - Timesheets APPROVED by CAHP Supervisor prior to TUESDAY 5pm:	MyAurion - Timesheets APPROVED by Supervisor prior to WEDNESDAY 5pm:	In Bank Account:
10 January 2025	13 December 2024	13 December 2024	<b>Early cutoff -</b> Tuesday 24 December 2024	<b>Early open -</b> Tuesday 24 December 2024	<b>30-Dec-24</b> (for hours worked 14/12/24 - 27/12/24) (Summer Week 4 & Mid-Sem break)	<b>31 December 2024</b>	<b>1 January 2025</b>	9 January 2025
24 January 2025	10 January 2025	10 January 2025	9 January 2025	9 January 2025	13 January 2025 (for hours worked 28/12/24-10/01/25) (Summer Week 5 & 6)	14 January 2025	15 January 2025	23 January 2025
7 February 2025	24 January 2025	24 January 2025	23 January 2025	23 January 2025	<b>Tuesday 28 January 2025</b> (for hours worked 11/01/25-24/01/25) (Summer Week 7 & 8)	<b>Wednesday</b> 29 Jan 2025, 10am	29 January 2025	6 February 2025
21 February 2025	7 February 2025	7 February 2025	6 February 2025	6 February 2025	10 February 2025 (for hours worked 25/01/25-07/02/25) (Summer Exam Week 1 & 2)	11 February 2025	12 February 2025	20 February 2025
7 March 2025	21 February 2025	21 February 2025	20 February 2025	20 February 2025	24 February 2025 (for hours worked 08/02/25-21/02/25) (Recess Week 1 & O Week)	25 February 2025	26 February 2025	6 March 2025
21 March 2025	7 March 2025	7 March 2025	6 March 2025	6 March 2025	10 March 2025 (for hours worked 22/02/25-07/03/25) (Semester 1, Week 1 & 2)	11 March 2025	12 March 2025	20 March 2025
4 April 2025	21 March 2025	21 March 2025	20 March 2025	20 March 2025	24 March 2025 (for hours worked 08/03/25-21/03/25) (Semester 1, Week 3 & 4)	25 March 2025	26 March 2025	3 April 2025
18 April 2025	4 April 2025	4 April 2025	3 April 2025	3 April 2025	7 April 2025 (for hours worked 22/03/25-04/04/25) (Semester 1, Week 5 & 6)	8 April 2025	9 April 2025	17 April 2025
2 May 2025	<b>Thursday</b> 17 April 2025	<b>Thursday</b> 17 April 2025	17 April 2025	17 April 2025	<b>Tuesday 22 April 2025</b> (for hours worked 05/04/25-18/04/25) (Semester 1, Week 7 & 8)	<b>Wednesday</b> 23 April 2025, 10am	23 April 2025	1 May 2025
16 May 2025	2 May 2025	2 May 2025	1 May 2025	1 May 2025	<b>Tuesday 6 May 2025</b> (for hours worked 19/04/25-02/05/25) (Mid Sem Break & Week 9)	<b>Wednesday</b> 7 May 2025, 10am	7 May 2025	15 May 2025

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30 May 2025	16 May 2025	16 May 2025	15 May 2025	15 May 2025	19 May 2025 (for hours worked 03/05/25-16/05/25) (Semester 1, Week 10 & 11)	20 May 2025	21 May 2025	29 May 2025
13 June 2025	30 May 2025	30 May 2025	29 May 2025	29 May 2025	2 June 2025 (for hours worked 17/05/25-30/05/25) (Semester 1, Week 12 & 13)	3 June 2025	4 June 2025	12 June 2025
27 June 2025 <b>**Last pay of financial year**</b>	13 June 2025	13 June 2025	12 June 2025	12 June 2025	16 June 2025 (for hours worked 31/05/25-13/06/25) (Sem 1, Revision Wk & Exam Wk 1)	17 June 2025	18 June 2025	26 June 2025
11 July 2025	27 June 2025	27 June 2025	26 June 2025	26 June 2025	30 June 2025 (for hours worked 14/06/25-27/06/25) (Sem 1, Exam Wk 2 & Recess Wk 1)	1 July 2025	2 July 2025	10 July 2025
25 July 2025	11 July 2025	11 July 2025	10 July 2025	10 July 2025	14 July 2025 (for hours worked 28/06/25-11/07/25) (Recess Week 2 & 3)	15 July 2025	16 July 2025	24 July 2025
8 August 2025	25 July 2025	25 July 2025	24 July 2025	24 July 2025	28 July 2025 (for hours worked 12/07/25-25/07/25) (Recess Week 4 and Sem 2 O Week)	29 July 2025	30 July 2025	7 August 2025
22 August 2025	8 August 2025	8 August 2025	7 August 2025	7 August 2025	11 August 2025 (for hours worked 26/07/25-08/08/25) (Semester 2, Week 1 & 2)	12 August 2025	<b>Tuesday</b> 12 August 2025	21 August 2025
5 September 2025	22 August 2025	22 August 2025	21 August 2025	21 August 2025	25 August 2025 (for hours worked 09/08/25-22/08/25) (Semester 2, Week 3 & 4)	26 August 2025	27 August 2025	4 September 2025
19 September 2025	5 September 2025	5 September 2025	4 September 2025	4 September 2025	8 September 2025 (for hours worked 23/08/25-05/09/25) (Semester 2, Week 5 & 6)	9 September 2025	10 September 2025	18 September 2025
3 October 2025	19 September 2025	19 September 2025	18 September 2025	18 September 2025	22 September 2025 (for hours worked 06/09/25-19/09/25) (Semester 2, Week 7 & 8)	23 September 2025	24 September 2025	2 October 2025

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17 October 2025	3 October 2025	3 October 2025	2 October 2025	2 October 2025	<b>Tuesday 7 October 2025</b> (for hours worked 20/09/25-03/10/25) (Sem 2, Week 9 & Mid Sem Break)	<b>Wednesday</b> 8 October 25, 10am	8 October 2025	16 October 2025
31 October 2025	17 October 2025	17 October 2025	16 October 2025	16 October 2025	20 October 2025 (for hours worked 04/10/25-17/10/25) (Semester 2, Week 10 & 11)	21 October 2025	22 October 2025	30 October 2025
14 November 2025	31 October 2025	31 October 2025	30 October 2025	30 October 2025	3 November 2025 (for hours worked 18/10/25-31/10/25) (Semester 2, Week 12 & 13)	4 November 2025	5 November 2025	13 November 2025
28 November 2025	14 November 2025	14 November 2025	13 November 2025	13 November 2025	17 November 2025 (for hours worked 01/11/25-14/11/25) (Sem 2, Revision and Exam Week 1)	18 November 2025	19 November 2025	27 November 2025
12 December 2025	28 November 2025	28 November 2025	27 November 2025	27 November 2025	1 December 2025 (for hours worked 15/11/25-28/11/25) (Sem 2, Exam Wk 2 & Summer O Wk)	2 December 2025	3 December 2025	11 December 2025
26 December 2025	12 December 2025	12 December 2025	11 December 2025	11 December 2025	15 December 2025 (for hours worked 29/11/25-12/12/25) (Summer Week 1 & 2)	16 December 2025	17 December 2025	25 December 2025 <small>*Note: bank will be instructed to release payments from 23 December - receipt into bank accounts will vary by institution.</small>
9 January 2026 <small>**Dates subject to change due to any EOY Closure period**</small>	12 December 2025	12 December 2025	<b>Wednesday</b> 24 December 2025	<b>Wednesday</b> 24 December 2025	29 December 2025 (for hours worked 13/12/25-26/12/25) (Summer Week 3 & 4)	<b>30 December 2025</b>	31 December 2025	8 January 2026