

**UQ Payment Timetable and Deadlines
for submission of Casual Claims for 2021**

Fortnightly Claim Period	Submission Deadline Prior to 5pm Monday	Payment Date
02/01/2021 – 15/01/2021	18/01/2021	28/01/2021
16/01/2021 – 29/01/2021	01/02/2021	11/02/2021
30/01/2021 – 12/02/2021	15/02/2021	25/02/2021
13/02/2021 – 26/02/2021	01/03/2021	11/03/2021
27/02/2021 – 12/03/2021	15/03/2021	25/03/2021
13/03/2021 – 26/03/2021	29/03/2021	08/04/2021
27/03/2021 – 09/04/2021	12/04/2021	22/04/2021
10/04/2021 – 23/04/2021	26/04/2021	06/05/2021
24/04/2021 – 07/05/2021	10/05/2021	20/05/2021
08/05/2021 – 21/05/2021	24/05/2021	03/06/2021
22/05/2021 – 04/06/2021	07/06/2021	17/06/2021
Final pay run for income to be included in your 2021 ATO Income Statement		
05/06/2021 – 18/06/2021	21/06/2021	01/07/2021
19/06/2021 – 02/07/2021	05/07/2021	15/07/2021
03/07/2021 – 16/07/2021	19/07/2021	29/07/2021
17/07/2021 – 30/07/2021	02/08/2021	12/08/2021
31/07/2021 – 13/08/2021	16/08/2021	26/08/2021
14/08/2021 – 27/08/2021	30/08/2021	09/09/2021
28/08/2021 – 10/09/2021	13/09/2021	23/09/2021
11/09/2021 – 24/09/2021	27/09/2021	07/10/2021
25/09/2021 – 08/10/2021	11/10/2021	21/10/2021
09/10/2021 – 22/10/2021	25/10/2021	04/11/2021
23/10/2021 – 05/11/2021	08/11/2021	18/11/2021
06/11/2021 – 19/11/2021	22/11/2021	02/12/2021
20/11/2021 – 03/12/2021	06/12/2021	16/12/2021
04/12/2021 – 17/12/2021	13/12/2021	30/12/2021
Early submission for Christmas processing		
18/12/2021 – 31/12/2021	03/01/2022	13/01/2022
03/01/2022 public holiday		

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 5pm on the Wednesday of non-pay week.