

Salary and Pay Deadlines – 2021

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 Supervisor prior to WEDNESDAY 5pm and CAHP Support Team prior to 12pm:	In Bank Account
12 February 2021	29 January 2021	29 January 2021	1 February 2021	3 February 2021	11 February 2021
26 February 2021	12 February 2021	12 February 2021	15 February 2021	17 February 2021	25 February 2021
12 March 2021	26 February 2021	26 February 2021	1 March 2021	3 March 2021	11 March 2021
26 March 2021	12 March 2021	12 March 2021	15 March 2021	17 March 2021	25 March 2021
9 April 2021	26 March 2021	26 March 2021	29 March 2021	31 March 2021	8 April 2021
23 April 2021	9 April 2021	9 April 2021	12 April 2021	14 April 2021	22 April 2021
7 May 2021	23 April 2021	23 April 2021	26 April 2021	28 April 2021	6 May 2021
21 May 2021	7 May 2021	7 May 2021	10 May 2021	12 May 2021	20 May 2021
4 June 2021	21 May 2021	21 May 2021	24 May 2021	26 May 2021	3 June 2021
* 18 June 2021	4 June 2021	4 June 2021	7 June 2021	9 June 2021	17 June 2021
* Final pay run for income to be included in your ATO 2021 Income Statement					
2 July 2021	18 June 2021	18 June 2021	21 June 2021	23 June 2021	1 July 2021
16 July 2021	2 July 2021	2 July 2021	5 July 2021	7 July 2021	15 July 2021

Salary and Pay Deadlines – 2021

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 Supervisor prior to WEDNESDAY 5pm and CAHP Support Team prior to 12pm:	In Bank Account
30 July 2021	16 July 2021	16 July 2021	19 July 2021	21 July 2021	29 July 2021
13 August 2021	30 July 2021	30 July 2021	2 August 2021	4 August 2021	12 August 2021
27 August 2021	13 August 2021	13 August 2021	16 August 2021	18 August 2021	26 August 2021
10 September 2021	27 August 2021	27 August 2021	30 August 2021	1 September 2021	9 September 2021
24 September 2021	10 September 2021	10 September 2021	13 September 2021	15 September 2021	23 September 2021
8 October 2021	24 September 2021	24 September 2021	27 September 2021	29 September 2021	7 October 2021
22 October 2021	8 October 2021	8 October 2021	11 October 2021	13 October 2021	21 October 2021
5 November 2021	22 October 2021	22 October 2021	25 October 2021	27 October 2021	4 November 2021
19 November 2021	5 November 2021	5 November 2021	8 November 2021	10 November 2021	18 November 2021
3 December 2021	19 November 2021	19 November 2021	22 November 2021	24 November 2021	2 December 2021
17 December 2021	3 December 2021	3 December 2021	6 December 2021	8 December 2021	16 December 2021
# 31 December 2021	10 December 2021	10 December 2021	13 December 2021	15 December 2021	30 December 2021
# Early Submission required for Christmas/New Year processing					

Salary and Pay Deadlines – 2021

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 Supervisor prior to WEDNESDAY 5pm and CAHP Support Team prior to 12pm:	In Bank Account
# 14 January 2022	24 December 2021	24 December 2021	3 January 2022	5 January 2022	13 January 2022
# Early Submission required for Christmas/New Year processing					