

WESTERN SYDNEY UNIVERSITY



2020 PAYROLL CYCLE DEADLINE DATES FOR CASUAL AND PERMANENT STAFF

IMPORTANT INFORMATION	DEADLINE DATE	SUBMIT CLAIM BY	PAY DATE
➤ Deadline date is the day an employee may claim up to in that particular pay period.	05-Dec-19	06-Dec-19	26-Dec-19
	12-Dec-19	13-Dec-19	09-Jan-20
➤ Submit claim date is the date the claim should be submitted and received by Payroll team.	09-Jan-20	10-Jan-20	23-Jan-20
	23-Jan-20	24-Jan-20	06-Feb-20
	06-Feb-20	07-Feb-20	20-Feb-20
	20-Feb-20	21-Feb-20	05-Mar-20
	05-Mar-20	06-Mar-20	19-Mar-20
	19-Mar-20	20-Mar-20	02-Apr-20
	02-Apr-20	03-Apr-20	16-Apr-20
	16-Apr-20	17-Apr-20	30-Apr-20
➤ Claims for Permanent and Casual staff received after the deadline dates will fall into the next pay period.	30-Apr-20	01-May-20	14-May-20
	14-May-20	15-May-20	28-May-20
	28-May-20	29-May-20	11-Jun-20
	11-Jun-20	12-Jun-20	25-Jun-20
➤ These dates are subject to change and an update will be issued if this occurs.	25-Jun-20	26-Jun-20	09-Jul-20
	09-Jul-20	10-Jul-20	23-Jul-20
	23-Jul-20	24-Jul-20	06-Aug-20
	06-Aug-20	07-Aug-20	20-Aug-20
➤ Dates in Bold/Red indicate a slight change to the normal fortnightly deadlines due to Public Holidays, Christmas closedown etc.	20-Aug-20	21-Aug-20	03-Sep-20
	03-Sep-20	04-Sep-20	17-Sep-20
	17-Sep-20	18-Sep-20	01-Oct-20
	01-Oct-20	02-Oct-20	15-Oct-20
	15-Oct-20	16-Oct-20	29-Oct-20
	29-Oct-20	30-Oct-20	12-Nov-20
➤ Attention Supervisors: Please ensure any new employees, in particular Casuals, are provided with a copy of this list of deadline dates.	12-Nov-20	13-Nov-20	26-Nov-20
	26-Nov-20	27-Nov-20	10-Dec-20
	03-Dec-20	04-Dec-20	24-Dec-20