

WESTERN SYDNEY UNIVERSITY



2019 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.	06-Dec-18	07-Dec-18	27-Dec-18
	19-Dec-18	19-Dec-18	10-Jan-19
➤ Submit claim date is the date the claim should be submitted and received by Payroll team.	10-Jan-19	11-Jan-19	24-Jan-19
	24-Jan-19	25-Jan-19	07-Feb-19
	07-Feb-19	08-Feb-19	21-Feb-19
	21-Feb-19	22-Feb-19	07-Mar-19
	07-Mar-19	08-Mar-19	21-Mar-19
	21-Mar-19	22-Mar-19	04-Apr-19
	04-Apr-19	05-Apr-19	18-Apr-19
	18-Apr-19	18-Apr-19	02-May-19
➤ Claims for Permanent and Casual staff received after the deadline dates will fall into the next pay period.	02-May-19	03-May-19	16-May-19
	16-May-19	17-May-19	30-May-19
	30-May-19	31-May-19	13-Jun-19
	13-Jun-19	14-Jun-19	27-Jun-19
➤ These dates are subject to change and an update will be issued if this occurs.	27-Jun-19	28-Jun-19	11-Jul-19
	11-Jul-19	12-Jul-19	25-Jul-19
	25-Jul-19	26-Jul-19	08-Aug-19
	08-Aug-19	09-Aug-19	22-Aug-19
➤ Dates in Bold/Red indicate a slight change to the normal fortnightly deadlines due to Public Holidays, Christmas closedown etc.	22-Aug-19	23-Aug-19	05-Sep-19
	05-Sep-19	06-Sep-19	19-Sep-19
	19-Sep-19	20-Sep-19	03-Oct-19
	03-Oct-19	04-Oct-19	17-Oct-19
➤ Attention Supervisors: Please ensure any new employees, in particular Casuals, are provided with a copy of this list of deadline dates.	17-Oct-19	18-Oct-19	31-Oct-19
	31-Oct-19	01-Nov-19	14-Nov-19
	14-Nov-19	15-Nov-19	28-Nov-19
	28-Nov-19	29-Nov-19	12-Dec-19
	05-Dec-19	06-Dec-19	26-Dec-19