

WESTERN SYDNEY UNIVERSITY



2021 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.	03-Dec-20	04-Dec-20	24-Dec-20
	10-Dec-20	11-Dec-20	07-Jan-21
➤ Submit claim date is the date the claim should be submitted and received by Payroll team.	07-Jan-21	08-Jan-21	21-Jan-21
	21-Jan-21	22-Jan-21	04-Feb-21
	04-Feb-21	05-Feb-21	18-Feb-21
	18-Feb-21	19-Feb-21	04-Mar-21
	04-Mar-21	05-Mar-21	18-Mar-21
	18-Mar-21	19-Mar-21	01-Apr-21
	01-Apr-21	06-Apr-21	15-Apr-21
	15-Apr-21	16-Apr-21	29-Apr-21
➤ Claims for Permanent and Casual staff received after the deadline dates will fall into the next pay period.	29-Apr-21	30-Apr-21	13-May-21
	13-May-21	14-May-21	27-May-21
	27-May-21	28-May-21	10-Jun-21
	10-Jun-21	11-Jun-21	24-Jun-21
➤ These dates are subject to change and an update will be issued if this occurs.	24-Jun-21	25-Jun-21	08-Jul-21
	08-Jul-21	09-Jul-21	22-Jul-21
	22-Jul-21	23-Jul-21	05-Aug-21
	05-Aug-21	06-Aug-21	19-Aug-21
➤ Dates in Bold/Red indicate a slight change to the normal fortnightly deadlines due to Public Holidays, Christmas closedown etc.	19-Aug-21	20-Aug-21	02-Sep-21
	02-Sep-21	03-Sep-21	16-Sep-21
	16-Sep-21	17-Sep-21	30-Sep-21
	30-Sep-21	01-Oct-21	14-Oct-21
	14-Oct-21	15-Oct-21	28-Oct-21
	28-Oct-21	29-Oct-21	11-Nov-21
➤ Attention Supervisors: Please ensure any new employees, in particular Casuals, are provided with a copy of this list of deadline dates.	11-Nov-21	12-Nov-21	25-Nov-21
	25-Nov-21	26-Nov-21	09-Dec-21
	02-Dec-21	03-Dec-21	23-Dec-21