

# WESTERN SYDNEY UNIVERSITY



## 2022 PAYROLL CYCLE DEADLINE DATES FOR CASUAL AND PERMANENT STAFF

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