

WESTERN SYDNEY UNIVERSITY



2023 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.	01-Dec-22	02-Dec-22	22-Dec-22
	08-Dec-22	09-Dec-22	05-Jan-23
➤ Submit claim date is the date the claim should be submitted and received by Payroll team.	05-Jan-23	06-Jan-23	19-Jan-23
	19-Jan-23	20-Jan-23	02-Feb-23
	02-Feb-23	03-Feb-23	16-Feb-23
	16-Feb-23	17-Feb-23	02-Mar-23
	02-Mar-23	03-Mar-23	16-Mar-23
	16-Mar-23	17-Mar-23	30-Mar-23
	30-Mar-23	31-Mar-23	13-Apr-23
	13-Apr-23	14-Apr-23	27-Apr-23
	27-Apr-23	28-Apr-23	11-May-23
	11-May-23	12-May-23	25-May-23
➤ Claims for Permanent and Casual staff received after the deadline dates will fall into the next pay period.	25-May-23	26-May-23	08-Jun-23
	08-Jun-23	09-Jun-23	22-Jun-23
	22-Jun-23	23-Jun-23	06-Jul-23
	06-Jul-23	07-Jul-23	20-Jul-23
	20-Jul-23	21-Jul-23	03-Aug-23
	03-Aug-23	04-Aug-23	17-Aug-23
	17-Aug-23	18-Aug-23	31-Aug-23
	31-Aug-23	01-Sep-23	14-Sep-23
	14-Sep-23	15-Sep-23	28-Sep-23
	28-Sep-23	29-Sep-23	12-Oct-23
➤ These dates are subject to change and an update will be issued if this occurs.	12-Oct-23	13-Oct-23	26-Oct-23
	26-Oct-23	27-Oct-23	09-Nov-23
	09-Nov-23	10-Nov-23	23-Nov-23
	23-Nov-23	24-Nov-23	07-Dec-23
	30-Nov-23	01-Dec-23	21-Dec-23
➤ Dates in Bold/Red indicate a slight change to the normal fortnightly deadlines due to Public Holidays, Christmas closedown etc.			
➤ Attention Supervisors: Please ensure any new employees, in particular Casuals, are provided with a copy of this list of deadline dates.			