

WESTERN SYDNEY UNIVERSITY



2024 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-23	01-Dec-23	21-Dec-23
	08-Dec-23	08-Dec-23	04-Jan-24
➤ Submit claim date is the date the claim should be submitted and received by Payroll team.	04-Jan-24	05-Jan-24	18-Jan-24
	18-Jan-24	19-Jan-24	01-Feb-24
	01-Feb-24	02-Feb-24	15-Feb-24
	15-Feb-24	16-Feb-24	29-Feb-24
	29-Feb-24	01-Mar-24	14-Mar-24
	14-Mar-24	15-Mar-24	28-Mar-24
	28-Mar-24	29-Mar-24	11-Apr-24
	11-Apr-24	12-Apr-24	25-Apr-24
➤ Claims for Permanent and Casual staff received after the deadline dates will fall into the next pay period.	25-Apr-24	26-Apr-24	09-May-24
	09-May-24	10-May-24	23-May-24
	23-May-24	24-May-24	06-Jun-24
	06-Jun-24	07-Jun-24	20-Jun-24
➤ These dates are subject to change and an update will be issued if this occurs.	20-Jun-24	21-Jun-24	04-Jul-24
	04-Jul-24	05-Jul-24	18-Jul-24
	18-Jul-24	19-Jul-24	01-Aug-24
	01-Aug-24	02-Aug-24	15-Aug-24
➤ Dates in Bold/Red indicate a slight change to the normal fortnightly deadlines due to Public Holidays, Christmas closedown etc.	15-Aug-24	16-Aug-24	29-Aug-24
	29-Aug-24	30-Aug-24	12-Sep-24
	12-Sep-24	13-Sep-24	26-Sep-24
	26-Sep-24	27-Sep-24	10-Oct-24
	10-Oct-24	11-Oct-24	24-Oct-24
	24-Oct-24	25-Oct-24	07-Nov-24
➤ Attention Supervisors: Please ensure any new employees, in particular Casuals, are provided with a copy of this list of deadline dates.	07-Nov-24	08-Nov-24	21-Nov-24
	21-Nov-24	22-Nov-24	05-Dec-24
	29-Nov-24	29-Nov-24	19-Dec-24
	06-Dec-24	06-Dec-24	02-Jan-25