

At the end of each claim period, employees must complete their timesheets or pay claim in [MyHR](#), reflecting hours worked during that fortnight. To assist in ensuring your claim is processed in the claim period, your timesheet or pay claim should be submitted correctly and on time for your work unit to approve by no later than **5.00pm on the Thursday before the pay day**.

Please note, this is a guide and work units may advise earlier deadlines to those published below to allow time for the approval process to be completed.

| Claim period for work completed between: | Timesheet/ Pay claim submission deadline to work unit: 5.00pm Thursday | Pay day: Thursday |
|--|--|-----------------------------|
| 3/11/2023 - 16/11/2023 | 16/11/2023 | 23/11/2023 |
| 17/11/2023 - 30/11/2023 | 30/11/2023 | 7/12/2023 |
| 1/12/2023 - 14/12/2023 | 14/12/2023 | 21/12/2023 |
| 15/12/2023 - 28/12/2023 | 28/12/2023* | 4/01/2024 |
| 29/12/2023 - 11/01/2024 | 11/01/2024 | 18/01/2024 |
| 12/01/2024 - 25/01/2024 | 25/01/2024 | 1/02/2024 |
| 26/01/2024 - 8/02/2024 | 8/02/2024 | 15/02/2024 |
| 9/02/2024 - 22/02/2024 | 22/02/2024 | 29/02/2024 |
| 23/02/2024 - 7/03/2024 | 7/03/2024 | 14/03/2024 |
| 8/03/2024 - 21/03/2024 | 21/03/2024 | 28/03/2024 |
| 22/03/2024 - 4/04/2024 | 4/04/2024 | 11/04/2024 |
| 5/04/2024 - 18/04/2024 | 18/04/2024 | 25/04/2024 |
| 19/04/2024 - 2/05/2024 | 2/05/2024 | 9/05/2024 |
| 3/05/2024 - 16/05/2024 | 16/05/2024 | 23/05/2024 |
| 17/05/2024 - 30/05/2024 | 30/05/2024 | 6/06/2024 |
| 31/05/2024 - 13/06/2024 | 13/06/2024 | 20/06/2024 |
| 14/06/2024 - 27/06/2024 | 27/06/2024 | 4/07/2024 |
| 28/06/2024 - 11/07/2024 | 11/07/2024 | 18/07/2024 |
| 12/07/2024 - 25/07/2024 | 25/07/2024 | 1/08/2024 |
| 26/07/2024 - 8/08/2024 | 8/08/2024 | 15/08/2024 |
| 9/08/2024 - 22/08/2024 | 22/08/2024 | 29/08/2024 |
| 23/08/2024 - 5/09/2024 | 5/09/2024 | 12/09/2024 |
| 6/09/2024 - 19/09/2024 | 19/09/2024 | 26/09/2024 |
| 20/09/2024 - 3/10/2024 | 3/10/2024 | 10/10/2024 |
| 4/10/2024 - 17/10/2024 | 17/10/2024 | 24/10/2024 |
| 18/10/2024 - 31/10/2024 | 31/10/2024 | 7/11/2024 |
| 1/11/2024 - 14/11/2024 | 14/11/2024 | 21/11/2024 |
| 15/11/2024 - 28/11/2024 | 28/11/2024 | 5/12/2024 |
| 29/11/2024 - 12/12/2024 | 12/12/2024 | 19/12/2024 |

* Payroll deadlines may vary when public holidays fall in the pay fortnight.