

At the end of each claim period, employees must complete their timesheets in [MyHR](#), reflecting hours worked during that fortnight. To assist in ensuring your claim is processed in the claim period, your timesheet 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 submission deadline to work unit: <b>5.00pm Thursday</b>	Pay day: <b>Thursday</b>
10/11/2023 - 23/11/2023	16/11/2023	23/11/2023
24/11/2023 - 7/12/2023	30/11/2023	7/12/2023
8/12/2023 - 21/12/2023	14/12/2023	21/12/2023
22/12/2023 - 4/01/2024	28/12/2023	4/01/2024
5/01/2024 - 18/01/2024	11/01/2024	18/01/2024
19/01/2024 - 1/02/2024	25/01/2024	1/02/2024
2/02/2024 - 15/02/2024	8/02/2024	15/02/2024
16/02/2024 - 29/02/2024	22/02/2024	29/02/2024
1/03/2024 - 14/03/2024	7/03/2024	14/03/2024
15/03/2024 - 28/03/2024	21/03/2024	28/03/2024
29/03/2024 - 11/04/2024	4/04/2024	11/04/2024
12/04/2024 - 25/04/2024	18/04/2024	25/04/2024
26/04/2024 - 9/05/2024	2/05/2024	9/05/2024
10/05/2024 - 23/05/2024	16/05/2024	23/05/2024
24/05/2024 - 6/06/2024	30/05/2024	6/06/2024
7/06/2024 - 20/06/2024	13/06/2024	20/06/2024
21/06/2024 - 4/07/2024	27/06/2024	4/07/2024
5/07/2024 - 18/07/2024	11/07/2024	18/07/2024
19/07/2024 - 1/08/2024	25/07/2024	1/08/2024
2/08/2024 - 15/08/2024	8/08/2024	15/08/2024
16/08/2024 - 29/08/2024	22/08/2024	29/08/2024
30/08/2024 - 12/09/2024	5/09/2024	12/09/2024
13/09/2024 - 26/09/2024	19/09/2024	26/09/2024
27/09/2024 - 10/10/2024	3/10/2024	10/10/2024
11/10/2024 - 24/10/2024	17/10/2024	24/10/2024
25/10/2024 - 7/11/2024	31/10/2024	7/11/2024
8/11/2024 - 21/11/2024	14/11/2024	21/11/2024
22/11/2024 - 5/12/2024	28/11/2024	5/12/2024
6/12/2024 - 19/12/2024	12/12/2024	19/12/2024