

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 pay 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: 5.00pm Thursday	Pay day: Thursday
3/12/2021 - 16/12/2021	16/12/2021	23/12/2021
17/12/2021 - 30/12/2021	30/12/2021	6/01/2022
31/12/2021 - 13/01/2022	13/01/2022	20/01/2022
14/01/2022 - 27/01/2022	27/01/2022	3/02/2022
28/01/2022 - 10/02/2022	10/02/2022	17/02/2022
11/02/2022 - 24/02/2022	24/02/2022	3/03/2022
25/02/2022 - 10/03/2022	10/03/2022	17/03/2022
11/03/2022 - 24/03/2022	24/03/2022	31/03/2022
25/03/2022 - 7/04/2022	7/04/2022	14/04/2022
8/04/2022 - 21/04/2022	21/04/2022*	28/04/2022
22/04/2022 - 5/05/2022	5/05/2022	12/05/2022
6/05/2022 - 19/05/2022	19/05/2022	26/05/2022
20/05/2022 - 2/06/2022	2/06/2022	9/06/2022
3/06/2022 - 16/06/2022	16/06/2022	23/06/2022
17/06/2022 - 30/06/2022	30/06/2022	7/07/2022
1/07/2022 - 14/07/2022	14/07/2022	21/07/2022
15/07/2022 - 28/07/2022	28/07/2022	4/08/2022
29/07/2022 - 11/08/2022	11/08/2022	18/08/2022
12/08/2022 - 25/08/2022	25/08/2022	1/09/2022
26/08/2022 - 8/09/2022	8/09/2022	15/09/2022
9/09/2022 - 22/09/2022	22/09/2022	29/09/2022
23/09/2022 - 6/10/2022	6/10/2022	13/10/2022
7/10/2022 - 20/10/2022	20/10/2022	27/10/2022
21/10/2022 - 3/11/2022	3/11/2022	10/11/2022
4/11/2022 - 17/11/2022	17/11/2022	24/11/2022
18/11/2022 - 1/12/2022	1/12/2022	8/12/2022
2/12/2022 - 15/12/2022	15/12/2022	22/12/2022
16/12/2022 - 29/12/2022	29/12/2022*	5/01/2023

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