

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
20.12.2019 – 02.01.2020	02.01.2020	09.01.2020
03.01.2020 – 16.01.2020	16.01.2020	23.01.2020
17.01.2020 – 30.01.2020	30.01.2020	06.02.2020
31.01.2020 – 13.02.2020	13.02.2020	20.02.2020
14.02.2020 – 27.02.2020	27.02.2020	05.03.2020
28.02.2020 – 12.03.2020	12.03.2020	19.03.2020
13.03.2020 – 26.03.2020	26.03.2020	02.04.2020
27.03.2020 – 09.04.2020	09.04.2020*	16.04.2020
10.04.2020 – 23.04.2020	23.04.2020*	30.04.2020
24.04.2020 – 07.05.2020	07.05.2020	14.05.2020
08.05.2020 – 21.05.2020	21.05.2020	28.05.2020
22.05.2020 – 04.06.2020	04.06.2020*	11.06.2020
05.06.2020 – 18.06.2020	18.06.2020	25.06.2020
19.06.2020 – 02.07.2020	02.07.2020	09.07.2020
03.07.2020 – 16.07.2020	16.07.2020	23.07.2020
17.07.2020 – 30.07.2020	30.07.2020	06.08.2020
31.07.2020 – 13.08.2020	13.08.2020	20.08.2020
14.08.2020 – 27.08.2020	27.08.2020	03.09.2020
28.08.2020 – 10.09.2020	10.09.2020	17.09.2020
11.09.2020 – 24.09.2020	24.09.2020	01.10.2020
25.09.2020 – 08.10.2020	08.10.2020	15.10.2020
09.10.2020 – 22.10.2020	22.10.2020	29.10.2020
23.10.2020 – 05.11.2020	05.11.2020	12.11.2020
06.11.2020 – 19.11.2020	19.11.2020	26.11.2020
20.11.2020 – 03.12.2020	03.12.2020	10.12.2020
04.12.2020 – 17.12.2020	17.12.2020	24.12.2020
18.12.2020 – 31.12.2020	31.12.2020*	07.01.2021
01.01.2021 – 14.01.2021	14.01.2021*	21.01.2021

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