

UWS 2012 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.	<b>15 Dec 11</b> 5 Jan 12 19 Jan 12	<b>16 Dec 11</b> 6 Jan 12 20 Jan 12	5 Jan 12 19 Jan 12 2 Feb 12
* Submit claim date is the date the claim should be submitted and received by Payroll team.	2 Feb 12 16 Feb 12 1 Mar 12 15 Mar 12 29 Mar 12	3 Feb 12 17 Feb 12 2 Mar 12 16 Mar 12 30 Mar 12	16 Feb 12 1 Mar 12 15 Mar 12 29 Mar 12 12 Apr 12
* Claims for Permanent and Casual staff received after the deadline dates will fall into the next pay period.	12 Apr 12 26 Apr 12 10 May 12 24 May 12	13 Apr 12 27 Apr 12 11 May 12 25 May 12	26 Apr 12 10 May 12 24 May 12 7 Jun 12
* These dates are subject to change and an update will be issued if this occurs.	7 Jun 12 21 Jun 12 5 Jul 12 19 Jul 12	8 Jun 12 22 Jun 12 6 Jul 12 20 Jul 12	21 Jun 12 5 Jul 12 19 Jul 12 2 Aug 12
* Dates in Bold/Red indicate a slight change to the normal fortnightly deadlines due to Public Holidays, Christmas closedown etc.	2 Aug 12 16 Aug 12 30 Aug 12 13 Sep 12 27 Sep 12	3 Aug 12 17 Aug 12 31 Aug 12 14 Sep 12 28 Sep 12	16 Aug 12 30 Aug 12 13 Sep 12 27 Sep 12 11 Oct 12
* Attention Supervisors: Please ensure any new employees, in particular Casuals, are provided with a copy of this list of deadline dates.	11 Oct 12 25 Oct 12 8 Nov 12 22 Nov 12 6 Dec 12 <b>13 Dec 12</b>	12 Oct 12 26 Oct 12 9 Nov 12 23 Nov 12 7 Dec 12 <b>14 Dec 12</b>	25 Oct 12 8 Nov 12 22 Nov 12 6 Dec 12 20 Dec 12 3 Jan 13