

<b>UWS 2011 PAYROLL CYCLE DEADLINE DATES</b>			
<b>FOR CASUAL AND PERMANENT STAFF</b>			
<b>IMPORTANT INFORMATION</b>	<b>DEADLINE DATE</b>	<b>SUBMIT CLAIM BY</b>	<b>PAY DATE</b>
* Deadline date is the day an employee may claim up to in that particular pay period.	<b>16/12/2010</b> 6/01/2011 20/01/2011 3/02/2011	<b>17/12/2010</b> 7/01/2011 21/01/2011 4/02/2011	6/01/2011 20/01/2011 3/02/2011 17/02/2011
* Submit claim date is the date the claim should be submitted and received by Payroll team.	17/02/2011 3/03/2011 17/03/2011 31/03/2011	18/02/2011 4/03/2011 18/03/2011 1/04/2011	3/03/2011 17/03/2011 31/03/2011 14/04/2011
* Claims for Permanent and Casual staff received after the deadline dates will fall into the next pay period.	14/04/2011 28/04/2011 12/05/2011 26/05/2011	15/04/2011 29/04/2011 13/05/2011 27/05/2011	28/04/2011 12/05/2011 26/05/2011 9/06/2011
* These dates are subject to change and an update will be issued if this occurs.	9/06/2011 23/06/2011 7/07/2011 21/07/2011	10/06/2011 24/06/2011 8/07/2011 22/07/2011	23/06/2011 7/07/2011 21/07/2011 4/08/2011
* Dates in Bold/Red indicate a slight change to the normal fortnightly deadlines due to Public Holidays, Christmas closedown etc.	4/08/2011 18/08/2011 1/09/2011 15/09/2011 29/09/2011	5/08/2011 19/08/2011 2/09/2011 16/09/2011 30/09/2011	18/08/2011 1/09/2011 15/09/2011 29/09/2011 13/10/2011
* Attention Supervisors: Please ensure any new employees, in particular Casuals, are provided with a copy of this list of deadline dates.	13/10/2011 27/10/2011 10/11/2011 24/11/2011 8/12/2011	14/10/2011 28/10/2011 11/11/2011 25/11/2011 9/12/2011	27/10/2011 10/11/2011 24/11/2011 8/12/2011 22/12/2011
	<b>15/12/2011</b>	<b>16/12/2011</b>	5/01/2012