

HRONLINE TIMESHEET CUT-OFF DATES FOR 2026

This matrix below shows timesheet cycle period, pay day, the date of submission and when approval must be completed for HROnline timesheets.

Casual staff should discuss with their supervisor if an alternative arrangement is in place for your organisational unit.

FIRST DAY OF THE TIMESHEET	TIMESHEET TO BE COMPLETED TO	SUBMISSION TO APPROVER BY 4PM ON	APPROVAL REQUIRED BY 4PM	PAY DAY
Thursday 11 Dec 2025	Wednesday 24 Dec 2025	Thursday 11 Dec 2025	Friday 12 Dec 2025	01-Jan-26
Thursday 25 Dec 2025	Wednesday 7 Jan 2026	Thursday 8 Jan 2026	Friday 9 Jan 2026	15-Jan-26
Thursday 8 Jan 2026	Wednesday 21 Jan 2026	Wednesday 21 Jan 2026	Thursday 22 Jan 2026	29-Jan-26
Thursday 22 Jan 2026	Wednesday 4 Feb 2026	Thursday 5 Feb 2026	Friday 6 Feb 2026	12-Feb-26
Thursday 5 Feb 2026	Wednesday 18 Feb 2026	Thursday 19 Feb 2026	Friday 20 Feb 2026	26-Feb-26
Thursday 19 Feb 2026	Wednesday 4 Mar 2026	Thursday 5 Mar 2026	Friday 6 Mar 2026	12-Mar-26
Thursday 5 Mar 2026	Wednesday 18 Mar 2026	Thursday 19 Mar 2026	Friday 20 Mar 2026	26-Mar-26
Thursday 19 Mar 2026	Wednesday 1 Apr 2026	Monday 30 March 2026	Tuesday 31 Mar 2026	09-Apr-26
Thursday 2 Apr 2026	Wednesday 15 Apr 2026	Thursday 16 April 2026	Friday 17 April 2026	23-Apr-26
Thursday 16 Apr 2026	Wednesday 29 April 2026	Thursday 30 April 2026	Friday 1 May 2026	07-May-26
Thursday 30 April 2026	Wednesday 13 May 2026	Thursday 14 May 2026	Friday 15 May 2026	21-May-26
Thursday 14 May 2026	Wednesday 27 May 2026	Thursday 28 May 2026	Friday 29 May 2026	04-Jun-26
Thursday 28 May 2026	Wednesday 10 Jun 2026	Thursday 11 Jun 2026	Friday 12 Jun 2026	18-Jun-26
Thursday 11 Jun 2026	Wednesday 24 Jun 2026	Thursday 25 Jun 2026	Friday 26 Jun 2026	02-Jul-26
Thursday 25 Jun 2026	Wednesday 8 Jul 2026	Thursday 9 Jul 2026	Friday 10 Jul 2026	16-Jul-26
Thursday 9 Jul 2026	Wednesday 22 Jul 2026	Thursday 23 Jul 2026	Friday 24 Jul 2026	30-Jul-26
Thursday 23 Jul 2026	Wednesday 5 Aug 2026	Thursday 6 Aug 2026	Friday 7 Aug 2026	13-Aug-26
Thursday 6 Aug 2026	Wednesday 19 Aug 2026	Thursday 20 Aug 2026	Friday 21 Aug 2026	27-Aug-26
Thursday 20 Aug 2026	Wednesday 2 Sept 2026	Thursday 3 Sept 2026	Friday 4 Sept 2026	10-Sep-26
Thursday 3 Sept 2026	Wednesday 16 Sept 2026	Thursday 17 Sept 2026	Friday 18 Sept 2026	24-Sep-26
Thursday 17 Sept 2026	Wednesday 30 Sept 2026	Wednesday 30 Sept 2026	Thursday 1 Oct 2026	08-Oct-26
Thursday 1 Oct 2026	Wednesday 14 Oct 2026	Thursday 15 Oct 2026	Friday 16 Oct 2026	22-Oct-26
Thursday 15 Oct 2026	Wednesday 28 Oct 2026	Thursday 29 Oct 2026	Friday 30 Oct 2026	05-Nov-26
Thursday 29 Oct 2026	Wednesday 11 Nov 2026	Thursday 12 Nov 2026	Friday 13 Nov 2026	19-Nov-26
Thursday 12 Nov 2026	Wednesday 25 Nov 2026	Tuesday 24 Nov 2026	Wednesday 25 Nov 2026	03-Dec-26
Thursday 26 Nov 2026	Wednesday 9 Dec 2026	Tuesday 1 Dec 2026	Wednesday 2 Dec 2026	17-Dec-26
Thursday 10 Dec 2026	Wednesday 23 Dec 2026	Thursday 10 Dec 2026	Friday 11 Dec 2026	31-Dec-26

Dates highlighted in red have been brought forward.

Completed to date is subject to approval by supervisor and may not be possible.

Please note that timesheets approved after the above "Approval Required" times will not be processed until the next fortnightly pay period. NO exception pays will be granted.

It's the staff member's responsibility to ensure your timesheet is approved in time. Please follow up with your supervisor close to the deadline period.