

HRonline – Online Timesheets

Submission and Approval information – Revised October 2020

Pay Period Dates - HRonline timesheets only!

Note: This document is maintained in electronic format only. Printed versions are assumed to be non-current.

This matrix below shows the pay day, and the date approval must be completed for HRonline timesheets.

As a guide, a suggested first day, as well as a completion date is shown below. Casual staff should discuss with their supervisor if an alternative arrangement is in place for their organisational unit. The matrix applies to Casual Professional staff, and Casual Academic and Casual Teaching staff.

Please note, this guide outlines when timesheets need to be approved by. Casual staff should check with their School/Unit to determine when timesheets need to be submitted by.

TIMESHEETS MUST BE APPROVED IN HRonline BY 12pm ON THE DATE SPECIFIED BELOW, FOR PAYMENT TO OCCUR ON THE PAYDAY.

PAY DAY	HRonline APPROVAL REQUIRED BY MIDDAY ON	FIRST DAY ON THE TIMESHEET	TIMESHEET TO BE COMPLETED TO
Thursday, 29 Oct 2020	Thursday, 22 Oct 2020	Wednesday, 07 Oct 2020	Tuesday, 20 Oct 2020
Thursday, 12 Nov 2020	Thursday, 05 Nov 2020	Wednesday, 21 Oct 2020	Tuesday, 03 Nov 2020
Thursday, 26 Nov 2020	Thursday, 19 Nov 2020	Wednesday, 04 Nov 2020	Tuesday, 17 Nov 2020
Thursday, 10 Dec 2020	Wednesday 02 Dec 2020 &&&&	Wednesday, 18 Nov 2020	Tuesday, 01 Dec 2020&&&&
Thursday, 24 Dec 2020	Wednesday 09 Dec 2020 &&&&	Wednesday, 02 Dec 2020	Tuesday, 15 Dec 2020&&&&
Thursday, 07 Jan 2021	Friday, 18 Dec 2020 &&&&	Wednesday, 16 Dec 2020	Tuesday, 29 Dec 2020 &&&&

&&&& - Approval dates are required to be bought forward for University Christmas Closedown and Financial Services year end deadlines. "Timesheet to be Completed to" date is subject to approval by supervisor and may not be possible due to the Closedown period.

Earlier cut off times will also apply to banking detail changes for paydays 10 December and 24 December 2020.

Please check all staff e-mails nearer to the Christmas period to confirm the earlier cut off dates.

Please note that Timesheets approved after the above "Approval Required" times will not be processed until the next fortnightly pay period.