

## HRonline – Online Timesheets

### Cut off dates - 2019 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 done by for the HRonline timesheets.

A suggested first day on each HRonline timesheet, and day each respective timesheet should be completed to is also shown. This is merely a guide and casual staff should check with their supervisor if an alternative arrangement is in place for their organisational unit. The matrix applies to:

1. Casual Professional staff, and
2. Casual Academic/Teaching/Tutoring 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, 10 Jan 2019	Monday, 07 Jan 2019	Friday, 21 Dec 2018	Thursday, 03 Jan 2019
Thursday, 24 Jan 2019	Monday, 21 Jan 2019	Friday, 04 Jan 2019	Thursday, 17 Jan 2019
Thursday, 07 Feb 2019	Monday, 04 Feb 2019	Friday, 18 Jan 2019	Thursday, 31 Jan 2019
Thursday, 21 Feb 2019	Monday, 18 Feb 2019	Friday, 01 Feb 2019	Thursday, 14 Feb 2019
Thursday, 07 Mar 2019	Monday, 04 Mar 2019	Friday, 15 Feb 2019	Thursday, 28 Feb 2019
Thursday, 21 Mar 2019	Monday, 18 Mar 2019	Friday, 01 Mar 2019	Thursday, 14 Mar 2019
Thursday, 04 Apr 2019	Monday, 01 April 2019	Friday, 15 Mar 2019	Thursday, 28 Mar 2019
Thursday, 18 Apr 2019	Monday, 15 Apr 2019	Friday, 29 Mar 2019	Thursday, 11 Apr 2019
Thursday, 02 May 2019	Monday, 29 Apr 2019	Friday, 12 Apr 2019	Thursday, 25 Apr 2019
Thursday, 16 May 2019	Monday, 13 May 2019	Friday, 26 Apr 2019	Thursday, 09 May 2019
Thursday, 30 May 2019	Monday, 27 May 2019	Friday, 10 May 2019	Thursday, 23 May 2019
Thursday, 13 Jun 2019	<b>Friday, 07 Jun 2019 #####</b>	Friday, 24 May 2019	Thursday, 06 Jun 2019
Thursday, 27 Jun 2019	Monday, 24 Jun 2019	Friday, 07 Jun 2019	Thursday, 20 Jun 2019
Thursday, 11 Jul 2019	Monday, 08 Jul 2019	Friday, 21 Jun 2019	Thursday, 04 Jul 2019
Thursday, 25 Jul 2019	Monday, 22 Jul 2019	Friday, 05 Jul 2019	Thursday, 18 Jul 2019
Thursday, 08 Aug 2019	Monday, 05 Aug 2019	Friday, 19 Jul 2019	Thursday, 01 Aug 2019
Thursday, 22 Aug 2019	Monday, 19 Aug 2019	Friday, 02 Aug 2019	Thursday, 15 Aug 2019
Thursday, 05 Sep 2019	Monday, 02 Sep 2019	Friday, 16 Aug 2019	Thursday, 29 Aug 2019
Thursday, 19 Sep 2019	Monday, 16 Sep 2019	Friday, 30 Aug 2019	Thursday, 12 Sep 2019
Thursday, 03 Oct 2019	Monday 30 Sep 2019	Friday, 13 Sep 2019	Thursday, 26 Sep 2019
Thursday, 17 Oct 2019	Monday, 14 Oct 2019	Friday, 27 Sep 2019	Thursday, 10 Oct 2019
Thursday, 31 Oct 2019	Monday, 28 Oct 2019	Friday, 11 Oct 2019	Thursday, 24 Oct 2019
Thursday, 14 Nov 2019	Monday, 11 Nov 2019	Friday, 25 Oct 2019	Thursday, 07 Nov 2019
Thursday, 28 Nov 2019	Monday, 25 Nov 2019	Friday, 08 Nov 2019	Thursday, 21 Nov 2019
Thursday, 12 Dec 2019	<b>Tuesday, 03 Dec 2019 &amp;&amp;&amp;&amp;</b>	Friday, 22 Nov 2019	Thursday, 05 Dec 2019
Thursday, 26 Dec 2019	<b>Monday, 09 Dec 2019 &amp;&amp;&amp;&amp;</b>	Friday, 06 Dec 2019	Thursday, 19 Dec 2019
Thursday, 09 Jan 2020	Monday, 06 Jan 2020	Friday, 20 Dec 2019	Thursday, 02 Jan 2020

##### Approval dates bought forward for Public Holidays and Concessional days

&&&& Approval dates bought forward for University Christmas Closedown and Financial Services deadlines.

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

**Each HRonline timesheet normally covers a 14 day period. Submit the HRonline timesheet on your last work day for each period.**