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.

<table>
<thead>
<tr>
<th>PAY DAY</th>
<th>HRonline APPROVAL REQUIRED BY MIDDAY ON</th>
<th>FIRST DAY ON THE TIMESHEET</th>
<th>TIMESHEET TO BE COMPLETED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 10 Jan 2019</td>
<td>Monday, 07 Jan 2019</td>
<td>Friday, 21 Dec 2018</td>
<td>Thursday, 03 Jan 2019</td>
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<tr>
<td>Thursday, 24 Jan 2019</td>
<td>Monday, 21 Jan 2019</td>
<td>Friday, 04 Jan 2019</td>
<td>Thursday, 17 Jan 2019</td>
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<tr>
<td>Thursday, 07 Feb 2019</td>
<td>Monday, 04 Feb 2019</td>
<td>Friday, 18 Jan 2019</td>
<td>Thursday, 31 Jan 2019</td>
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<tr>
<td>Thursday, 21 Feb 2019</td>
<td>Monday, 18 Feb 2019</td>
<td>Friday, 01 Feb 2019</td>
<td>Thursday, 14 Feb 2019</td>
</tr>
<tr>
<td>Thursday, 07 Mar 2019</td>
<td>Monday, 04 Mar 2019</td>
<td>Friday, 15 Feb 2019</td>
<td>Thursday, 28 Feb 2019</td>
</tr>
<tr>
<td>Thursday, 04 Apr 2019</td>
<td>Monday, 01 April 2019</td>
<td>Friday, 15 Mar 2019</td>
<td>Thursday, 28 Mar 2019</td>
</tr>
<tr>
<td>Thursday, 18 Apr 2019</td>
<td>Monday, 15 Apr 2019</td>
<td>Friday, 29 Mar 2019</td>
<td>Thursday, 11 Apr 2019</td>
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<tr>
<td>Thursday, 02 May 2019</td>
<td>Monday, 29 Apr 2019</td>
<td>Friday, 12 Apr 2019</td>
<td>Thursday, 25 Apr 2019</td>
</tr>
<tr>
<td>Thursday, 16 May 2019</td>
<td>Monday, 13 May 2019</td>
<td>Friday, 26 Apr 2019</td>
<td>Thursday, 09 May 2019</td>
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<tr>
<td>Thursday, 30 May 2019</td>
<td>Monday, 27 May 2019</td>
<td>Friday, 10 May 2019</td>
<td>Thursday, 23 May 2019</td>
</tr>
<tr>
<td>Thursday, 13 Jun 2019</td>
<td>Friday, 07 Jun 2019 #****</td>
<td>Friday, 24 May 2019</td>
<td>Thursday, 06 Jun 2019</td>
</tr>
<tr>
<td>Thursday, 11 Jul 2019</td>
<td>Monday, 08 Jul 2019</td>
<td>Friday, 21 Jun 2019</td>
<td>Thursday, 04 Jul 2019</td>
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<tr>
<td>Thursday, 08 Aug 2019</td>
<td>Monday, 05 Aug 2019</td>
<td>Friday, 19 Jul 2019</td>
<td>Thursday, 01 Aug 2019</td>
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<tr>
<td>Thursday, 05 Sep 2019</td>
<td>Monday, 02 Sep 2019</td>
<td>Friday, 16 Aug 2019</td>
<td>Thursday, 29 Aug 2019</td>
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<tr>
<td>Thursday, 19 Sep 2019</td>
<td>Monday, 16 Sep 2019</td>
<td>Friday, 30 Aug 2019</td>
<td>Thursday, 12 Sep 2019</td>
</tr>
<tr>
<td>Thursday, 03 Oct 2019</td>
<td>Monday, 30 Sep 2019</td>
<td>Friday, 13 Sep 2019</td>
<td>Thursday, 26 Sep 2019</td>
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<tr>
<td>Thursday, 12 Dec 2019</td>
<td><strong>Tuesday, 03 Dec 2019 &amp;&amp;&amp;&amp;</strong></td>
<td>Friday, 22 Nov 2019</td>
<td>Thursday, 05 Dec 2019</td>
</tr>
<tr>
<td>Thursday, 26 Dec 2019</td>
<td><strong>Monday, 09 Dec 2019 &amp;&amp;&amp;&amp;</strong></td>
<td>Friday, 06 Dec 2019</td>
<td>Thursday, 19 Dec 2019</td>
</tr>
<tr>
<td>Thursday, 09 Jan 2020</td>
<td>Monday, 06 Jan 2020</td>
<td>Friday, 20 Dec 2019</td>
<td>Thursday, 02 Jan 2020</td>
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</tbody>
</table>

#**** 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.