

HRonline – Online Timesheets

Cut off dates - 2021 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 submission and approval must be completed for HRonline timesheets.

A suggested first day, as well as a completion date is shown. Casual staff should discuss with their supervisor if an alternative arrangement is in place for your organisational unit. The matrix applies to all Casual staff.

| PAY DAY | SUBMISSION TO APPROVER BY 4.00PM ON | APPROVAL REQUIRED BY 4.00PM ON | FIRST DAY ON THE TIMESHEET | TIMESHEET TO BE COMPLETED TO |
|-----------|-------------------------------------|--------------------------------|--------------------------------|---------------------------------|
| 7-Jan-21 | Thursday, 17 Dec 2020 | Friday, 18 Dec 2020 | Thursday, 17 Dec 2020 | Wednesday, 30 Dec 2020** |
| 21-Jan-21 | Thursday, 14 Jan 2021 | Friday, 15 Jan 2021 | Thursday, 31 Dec 2020 | Wednesday, 13 Jan 2021 |
| 4-Feb-21 | Thursday, 28 Jan 2021 | Friday, 29 Jan 2021 | Thursday, 14 Jan 2021 | Wednesday, 27 Jan 2021 |
| 18-Feb-21 | Thursday, 11 Feb 2021 | Friday, 12 Feb 2021 | Thursday, 28 Jan 2021 | Wednesday, 10 Feb 2021 |
| 4-Mar-21 | Thursday, 25 Feb 2021 | Friday, 26 Feb 2021 | Thursday, 11 Feb 2021 | Wednesday, 24 Feb 2021 |
| 18-Mar-21 | Thursday, 11 Mar 2021 | Friday, 12 Mar 2021 | Thursday, 25 Feb 2021 | Wednesday, 10 Mar 2021 |
| 1-Apr-21 | Thursday, 25 Mar 2021 | Friday, 26 Mar 2021 | Thursday, 11 Mar 2021 | Wednesday, 24 Mar 2021 |
| 15-Apr-21 | Thursday, 8 Apr 2021 | Friday, 9 Apr 2021 | Thursday, 25 Mar 2021 | Wednesday, 7 Apr 2021 |
| 29-Apr-21 | Thursday, 22 Apr 2021 | Friday, 23 Apr 2021 | Thursday, 8 Apr 2021 | Wednesday, 21 Apr 2021 |
| 13-May-21 | Thursday, 6 May 2021 | Friday, 7 May 2021 | Thursday, 22 Apr 2021 | Wednesday, 5 May 2021 |
| 27-May-21 | Thursday, 20 May 2021 | Friday, 21 May 2021 | Thursday, 6 May 2021 | Wednesday, 19 May 2021 |
| 10-Jun-21 | Thursday, 3 Jun 2021 | Friday, 4 Jun 2021 | Thursday, 20 May 2021 | Wednesday, 2 Jun 2021 |
| 24-Jun-21 | Thursday, 17 Jun 2021 | Friday, 18 Jun 2021 | Thursday, 3 Jun 2021 | Wednesday, 16 Jun 2021 |
| 8-Jul-21 | Thursday, 1 Jul 2021 | Friday, 2 Jul 2021 | Thursday, 17 Jun 2021 | Wednesday, 30 Jun 2021 |
| 22-Jul-21 | Thursday, 15 Jul 2021 | Friday, 16 Jul 2021 | Thursday, 1 Jul 2021 | Wednesday, 14 Jul 2021 |
| 5-Aug-21 | Thursday, 29 Jul 2021 | Friday, 30 Jul 2021 | Thursday, 15 Jul 2021 | Wednesday, 28 Jul 2021 |
| 19-Aug-21 | Thursday, 12 Aug 2021 | Friday, 13 Aug 2021 | Thursday, 29 Jul 2021 | Wednesday, 11 Aug 2021 |
| 2-Sep-21 | Thursday, 26 Aug 2021 | Friday, 27 Aug 2021 | Thursday, 12 Aug 2021 | Wednesday, 25 Aug 2021 |
| 16-Sep-21 | Thursday, 9 Sep 2021 | Friday, 10 Sep 2021 | Thursday, 26 Aug 2021 | Wednesday, 8 Sep 2021 |
| 30-Sep-21 | Thursday, 23 Sep 2021 | Friday, 24 Sep 2021 | Thursday, 9 Sep 2021 | Wednesday, 22 Sep 2021 |
| 14-Oct-21 | Thursday, 7 Oct 2021 | Friday, 8 Oct 2021 | Thursday, 23 Sep 2021 | Wednesday, 6 Oct 2021 |
| 28-Oct-21 | Thursday, 21 Oct 2021 | Friday, 22 Oct 2021 | Thursday, 7 Oct 2021 | Wednesday, 20 Oct 2021 |
| 11-Nov-21 | Thursday, 4 Nov 2021 | Friday, 5 Nov 2021 | Thursday, 21 Oct 2021 | Wednesday, 3 Nov 2021 |
| 25-Nov-21 | Thursday, 18 Nov 2021 | Friday, 19 Nov 2021 | Thursday, 4 Nov 2021 | Wednesday, 17 Nov 2021 |
| 9-Dec-21 | Monday, 29 Nov 2021** | Tuesday, 30 Nov 2021 ** | Thursday, 18 Nov 2021** | Wednesday, 1 Dec 2021** |
| 23-Dec-21 | Monday, 6 Dec 2021** | Tuesday, 7 Dec 2021** | Thursday, 2 Dec 2021** | Wednesday, 15 Dec 2021** |

**** Dates brought forward for University Christmas Closedown and Financial Services deadlines. Completed to date is subject to approval by supervisor and may not be possible.**

Earlier cut off times will also apply to banking detail changes for paydays 9 December and 23 December 2021. 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.

Timesheets are to be submitted on a fortnightly basis in accordance with the [Casual Staff Time and Attendance Policy and Procedure](#).