

# Closure Information

## Payroll Dates and Deadlines



### Payroll Deadlines

Date	Employees	Leaders
<b>Changes are for pay period: 07/12/2024 to 20/12/2024</b>		
Mon, 9 Dec		Submit employee changes, pay adjustments & leave cashouts
Fri, 13 Dec		Set up delegations 24 hours before timesheets & leave due.
Wed 18 Dec: 5pm	Submit timesheets/leave	Ensure teams have submitted timesheets / leave
Thu 19 Dec: 12pm		Approve timesheets / leave and submit off-cycle requests.
Thu, 19 Dec	PeopleSoft locked for processing (1:00pm AEST)	
Tue, 24 Dec	Payroll processing pays. Check with your bank or AccessPay for delays.	
Fri, 27 Dec	Expect to see pay in your account. No off-cycles (next off-cycle: 3 Jan 2025)	

### Don't Wait – Escalate!

Trouble submitting or approving timesheets and leave by the deadlines? Here's what to do!



**Keep on top of timesheets.** Submit timesheet entries every couple of days to ensure the whole period isn't missed. Leaders can review regularly too.



**Check your timesheet status.** Look under the date on your timesheet for an update:

 Saved. Not yet submitted	 Submitted. Pending manager approval.	 Completed and approved. No further action.
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**Escalate issues to your leader as soon as possible.** Remind your leader to approve your timesheet if needed. Leaders can also submit or approve on your behalf.



**Do not go directly to payroll for timesheet or leave submissions.** Payroll cannot submit these on anyone's behalf. This must always come from employees or leaders.



**Contact payroll for assistance with approvals.** If you are having issues with approving leave or timesheets, payroll can provide support.

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