

## HRonline – Online Timesheets

### Cut off dates - 2012 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 General staff, and
2. Casual Academic/Teaching/Tutoring staff

**TIMESHEETS MUST BE APPROVED IN HRonline BY MIDDAY 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, 5 Jan 2012	Monday, 02 Jan 2012	Friday, 23 Dec 2011	Thursday, 29 Dec 2011
Thursday, 19 Jan 2012	Monday, 16 Jan 2012	Friday, 30 Dec 2011	Thursday, 12 Jan 2012
Thursday, 02 Feb 2012	Monday, 30 Jan 2012	Friday, 13 Jan 2012	Thursday, 26 Jan 2012
Thursday, 16 Feb 2012	Monday, 13 Feb 2012	Friday, 27 Jan 2012	Thursday, 09 Feb 2012
Thursday, 01 Mar 2012	Monday, 27 Feb 2012	Friday, 10 Feb 2012	Thursday, 23 Feb 2012
Thursday, 15 Mar 2012	Monday, 12 Mar 2012	Friday, 24 Feb 2012	Thursday, 08 Mar 2012
Thursday, 29 Mar 2012	Monday, 26 Mar 2012	Friday, 09 Mar 2012	Thursday, 22 Mar 2012
Thursday, 12 Apr 2012	<b>Wednesday, 04 Apr 2012 #####</b>	Friday, 23 Mar 2012	Thursday, 05 Apr 2012
Thursday, 26 April 2012	Monday, 23 Apr 2012	Friday, 06 Apr 2012	Thursday, 19 Apr 2012
Thursday, 10 May 2012	Monday, 07 May 2012	Friday, 20 Apr 2012	Thursday, 03 May 2012
Thursday, 24 May 2012	Monday, 21 May 2012	Friday, 04 May 2012	Thursday, 17 May 2012
Thursday, 07 Jun 2012	Monday 04 Jun 2012	Friday, 18 May 2012	Thursday, 31 May 2012
Thursday, 21 Jun 2012	Monday, 18 Jun 2012	Friday, 01 Jun 2012	Thursday, 14 Jun 2012
Thursday, 05 Jul 2012	Monday, 02 Jul 2012	Friday, 15 Jun 2012	Thursday, 28 Jun 2012
Thursday, 19 Jul 2012	Monday, 16 Jul 2012	Friday, 29 Jun 2012	Thursday, 12 Jul 2012
Thursday, 02 Aug 2012	Monday, 30 Jul 2012	Friday, 13 Jul 2012	Thursday, 26 Jul 2012
Thursday, 16 Aug 2012	Monday, 13 Aug 2012	Friday, 27 Jul 2012	Thursday, 09 Aug 2012
Thursday, 30 Aug 2012	Monday, 27 Aug 2012	Friday, 10 Aug 2012	Thursday, 23 Aug 2012
Thursday, 13 Sep 2012	Monday, 10 Sep 2012	Friday, 24 Aug 2012	Thursday, 06 Sep 2012
Thursday, 27 Sep 2012	Monday, 24 Sep 2012	Friday, 07 Sep 2012	Thursday, 20 Sep 2012
Thursday, 11 Oct 2012	Monday, 08 Oct 2012	Friday, 21 Sep 2012	Thursday, 04 Oct 2012
Thursday, 25 Oct 2012	Monday, 22 Oct 2012	Friday, 05 Oct 2012	Thursday, 18 Oct 2012
Thursday, 08 Nov 2012	Monday, 05 Nov 2012	Friday, 19 Oct 2012	Thursday, 01 Nov 2012
Thursday, 22 Nov 2012	Monday, 19 Nov 2012	Friday, 02 Nov 2012	Thursday, 15 Nov 2012
Thursday, 06 Dec 2012	<b>Tuesday, 27 Nov 2012 &amp;&amp;&amp;</b>	Friday, 16 Nov 2012	Thursday, 29 Nov 2012
Thursday, 20 Dec 2012	<b>Wednesday, 12 Dec 2012 &amp;&amp;&amp;</b>	Friday, 30 Nov 2012	Thursday, 13 Dec 2012

##### Approval dates bought forward for Public Holidays.

&&& Approval dates bought forward for Christmas Period and University Closedown.

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