

2025

Work Completed Between		Employee Timesheet Submission Due	Manager Timesheet Approval Due**	Pay Day	Pay Period (for dates worked)	Paid In Pay Period
Start Date	End Date					
15/12/2024	28/12/2024	31/12/2024	3/01/2025	9/01/2025	2024-13	2024-14
29/12/2024	11/01/2025	14/01/2025	17/01/2025	23/01/2025	2024-14	2024-15
12/01/2025	25/01/2025	28/01/2025	31/01/2025	6/02/2025	2024-15	2024-16
26/01/2025	8/02/2025	11/02/2025	14/02/2025	20/02/2025	2024-16	2024-17
9/02/2025	22/02/2025	25/02/2025	28/02/2025	6/03/2025	2024-17	2024-18
23/02/2025	8/03/2025	11/03/2025	14/03/2025	20/03/2025	2024-18	2024-19
9/03/2025	22/03/2025	25/03/2025	28/03/2025	3/04/2025	2024-19	2024-20
23/03/2025	5/04/2025	8/04/2025	11/04/2025	17/04/2025	2024-20	2024-21
6/04/2025	19/04/2025	22/04/2025	25/04/2025	1/05/2025	2024-21	2024-22
20/04/2025	3/05/2025	6/05/2025	9/05/2025	15/05/2025	2024-22	2024-23
4/05/2025	17/05/2025	20/05/2025	23/05/2025	29/05/2025	2024-23	2024-24
18/05/2025	31/05/2025	3/06/2025	6/06/2025	12/06/2025	2024-24	2024-25
1/06/2025	14/06/2025	17/06/2025	20/06/2025	26/06/2025	2024-25	2024-26
15/06/2025	28/06/2025	1/07/2025	4/07/2025	10/07/2025	2024-26	2025-01
29/06/2025	12/07/2025	15/07/2025	18/07/2025	24/07/2025	2025-01	2025-02
13/07/2025	26/07/2025	29/07/2025	1/08/2025	7/08/2025	2025-02	2025-03
27/07/2025	9/08/2025	12/08/2025	15/08/2025	21/08/2025	2025-03	2025-04
10/08/2025	23/08/2025	26/08/2025	29/08/2025	4/09/2025	2025-04	2025-05
24/08/2025	6/09/2025	9/09/2025	12/09/2025	18/09/2025	2025-05	2025-06
7/09/2025	20/09/2025	23/09/2025	26/09/2025	2/10/2025	2025-06	2025-07
21/09/2025	4/10/2025	7/10/2025	10/10/2025	16/10/2025	2025-07	2025-08
5/10/2025	18/10/2025	21/10/2025	24/10/2025	30/10/2025	2025-08	2025-09
19/10/2025	1/11/2025	4/11/2025	7/11/2025	13/11/2025	2025-09	2025-10
2/11/2025	15/11/2025	18/11/2025	21/11/2025	27/11/2025	2025-10	2025-11
16/11/2025	29/11/2025	2/12/2025	5/12/2025	11/12/2025	2025-11	2025-12
30/11/2025	13/12/2025	16/12/2025	19/12/2025	25/12/2025	2025-12	2025-13
14/12/2025	27/12/2025	30/12/2025	2/01/2026	8/01/2026	2025-13	2025-14
28/12/2025	10/01/2026	13/01/2026	16/01/2026	22/01/2026	2025-14	2025-15

**Pay finalisation is 5:58pm the Friday before Pay Day

**Any timesheets submitted after the Friday cutoff will be processed in the next cycle.

2026

Work Completed Between		Employee Timesheet Submission Due	Manager Timesheet Approval Due**	Pay Day	Pay Period (for dates worked)	Paid In Pay Period
Start Date	End Date					
11/01/2026	24/01/2026	27/01/2026	30/01/2026	5/02/2026	2025-15	2025-16
25/01/2026	7/02/2026	10/02/2026	13/02/2026	19/02/2026	2025-16	2025-17
8/02/2026	21/02/2026	24/02/2026	27/02/2026	5/03/2026	2025-17	2025-18
22/02/2026	7/03/2026	10/03/2026	13/03/2026	19/03/2026	2025-18	2025-19
8/03/2026	21/03/2026	24/03/2026	27/03/2026	2/04/2026	2025-19	2025-20
22/03/2026	4/04/2026	7/04/2026	10/04/2026	16/04/2026	2025-20	2025-21
5/04/2026	18/04/2026	21/04/2026	24/04/2026	30/04/2026	2025-21	2025-22
19/04/2026	2/05/2026	5/05/2026	8/05/2026	14/05/2026	2025-22	2025-23
3/05/2026	16/05/2026	19/05/2026	22/05/2026	28/05/2026	2025-23	2025-24
17/05/2026	30/05/2026	2/06/2026	5/06/2026	11/06/2026	2025-24	2025-25
31/05/2026	13/06/2026	16/06/2026	19/06/2026	25/06/2026	2025-25	2025-26
14/06/2026	27/06/2026	30/06/2026	3/07/2026	9/07/2026	2025-26	2026-01
28/06/2026	11/07/2026	14/07/2026	17/07/2026	23/07/2026	2026-01	2026-02
12/07/2026	25/07/2026	28/07/2026	31/07/2026	6/08/2026	2026-02	2026-03
26/07/2026	8/08/2026	11/08/2026	14/08/2026	20/08/2026	2026-03	2026-04
9/08/2026	22/08/2026	25/08/2026	28/08/2026	3/09/2026	2026-04	2026-05
23/08/2026	5/09/2026	8/09/2026	11/09/2026	17/09/2026	2026-05	2026-06
6/09/2026	19/09/2026	22/09/2026	25/09/2026	1/10/2026	2026-06	2026-07
20/09/2026	3/10/2026	6/10/2026	9/10/2026	15/10/2026	2026-07	2026-08
4/10/2026	17/10/2026	20/10/2026	23/10/2026	29/10/2026	2026-08	2026-09
18/10/2026	31/10/2026	3/11/2026	6/11/2026	12/11/2026	2026-09	2026-10
1/11/2026	14/11/2026	17/11/2026	20/11/2026	26/11/2026	2026-10	2026-11
15/11/2026	28/11/2026	1/12/2026	4/12/2026	10/12/2026	2026-11	2026-12
29/11/2026	12/12/2026	15/12/2026	18/12/2026	24/12/2026	2026-12	2026-13
13/12/2026	26/12/2026	29/12/2026	1/01/2027	7/01/2027	2026-13	2026-14
27/12/2026	9/01/2027	12/01/2027	15/01/2027	21/01/2027	2026-14	2026-15

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