

HROnline TIMESHEET CUT-OFF DATES FOR 2024

This matrix below shows timesheet cycle period, pay day, the date of submission and when approval must be completed for HROnline timesheets.

Casual staff should discuss with their supervisor if an alternative arrangement is in place for your organisational unit.

FIRST DAY OF THE TIMESHEET	TIMESHEET TO BE COMPLETED TO	SUBMISSION TO APPROVER BY 4PM ON	APPROVAL REQUIRED BY 4PM ON	PAY DAY
Thursday 14 Dec 2023	Wednesday 27 Dec 2023	Thursday 14 Dec 2023	Friday 15 Dec 2023	4-Jan-2024
Thursday 28 Dec 2023	Wednesday 10 Jan 2024	Thursday 11 Jan 2024	Friday 12 Jan 2024	18-Jan-2024
Thursday 11 Jan 2024	Wednesday 24 Jan 2024	Wednesday 24 Jan 2024	Thursday 25 Jan 2024	1-Feb-2024
Thursday 25 Jan 2024	Wednesday 07 Feb 2024	Thursday 08 Feb 2024	Friday 9 Feb 2024	15-Feb-2024
Thursday 08 Feb 2024	Wednesday 21 Feb 2024	Thursday 22 Feb 2024	Friday 23 Feb 2024	29-Feb-2024
Thursday 22 Feb 2024	Wednesday 06 Mar 2024	Thursday 07 Mar 2024	Friday 8 Mar 2024	14-Mar-2024
Thursday 07 Mar 2024	Wednesday 20 Mar 2024	Thursday 21 Mar 2024	Friday 22 Mar 2024	28-Mar-2024
Thursday 21 Mar 2024	Wednesday 03 Apr 2024	Thursday 04 Apr 2024	Friday 05 Apr 2024	11-Apr-2024
Thursday 4 Apr 2024	Wednesday 17 Apr 2024	Thursday 18 April 2024	Friday 19 April 2024	25-Apr-2024
Thursday 18 Apr 2024	Wednesday 01 May 2024	Thursday 02 May 2024	Friday 03 May 2024	09-May-2024
Thursday 02 May 2024	Wednesday 15 May 2024	Thursday 16 May 2024	Friday 17 May 2024	23-May-2024
Thursday 16 May 2024	Wednesday 29 May 2024	Thursday 30 May 2024	Friday 31 May 2024	06-Jun-2024
Thursday 30 May 2024	Wednesday 12 Jun 2024	Thursday 13 Jun 2024	Friday 14 Jun 2024	20-Jun-2024
Thursday 13 Jun 2024	Wednesday 26 Jun 2024	Thursday 27 Jun 2024	Friday 28 Jun 2024	04-Jul-2024
Thursday 27 Jun 2024	Wednesday 10 Jul 2024	Thursday 11 Jul 2024	Friday 12 Jul 2024	18-Jul-2024
Thursday 11 Jul 2024	Wednesday 24 Jul 2024	Thursday 25 Jul 2024	Friday 26 Jul 2024	01-Aug-2024
Thursday 18 Jul 2024	Wednesday 7 Aug 2024	Thursday 8 Aug 2024	Friday 9 Aug 2024	15-Aug-2024
Thursday 08 Aug 2024	Wednesday 21 Aug 2024	Thursday 22 Aug 2024	Friday 23 Aug 2024	29-Aug-2024
Thursday 22 Aug 2024	Wednesday 04 Sept 2024	Thursday 05 Sept 2024	Friday 06 Sept 2024	12-Sep-2024
Thursday 05 Sept 2024	Wednesday 18 Sept 2024	Thursday 19 Sept 2024	Friday 20 Sept 2024	26-Sep-2024
Thursday 19 Sept 2024	Wednesday 02 Oct 2024	Thursday 03 Oct 2024	Friday 04 Oct 2024	10-Oct-2024
Thursday 03 Oct 2024	Wednesday 16 Oct 2024	Thursday 17 Oct 2024	Friday 18 Oct 2024	24-Oct-2024
Thursday 17 Oct 2024	Wednesday 30 Oct 2024	Thursday 31 Oct 2024	Friday 01 Nov 2024	07-Nov-2024
Thursday 31 Oct 2024	Wednesday 13 Nov 2024	Thursday 14 Nov 2024	Friday 15 Nov 2024	21-Nov-2024
Thursday 14 Nov 2024	Wednesday 27 Nov 2024	Tuesday 26 Nov 2024	Wednesday 27 Nov 2024	05-Dec-2024
Thursday 28 Nov 2024	Wednesday 11 Dec 2024	Tuesday 03 Dec 2024	Wednesday 04 Dec 2024	19-Dec-2024

Dates highlighted in red have been brought forward for public holidays for Australia Day, Easter and University Christmas Closedown.

Completed to date is subject to approval by supervisor and may not be possible.

Please note that timesheets approved after the above “Approval Required” times will not be processed until the next fortnightly pay period. No exception pays will be granted.

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