

## Payroll Deadlines - Christmas period 2003/2004

| Dec 2003 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| Sun      | Mon | Tue | Wed | Thu | Fri | Sat |
|          | 1   | 2   | 3   | 4   | 5   | 6   |
| 7        | 8   | 9   | 10  | 11  | 12  | 13  |
| 14       | 15  | 16  | 17  | 18  | 19  | 20  |
| 21       | 22  | 23  | 24  | 25  | 26  | 27  |
| 28       | 29  | 30  | 31  |     |     |     |

| Jan 2004 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| Sun      | Mon | Tue | Wed | Thu | Fri | Sat |
|          |     |     |     | 1   | 2   | 3   |
| 4        | 5   | 6   | 7   | 8   | 9   | 10  |
| 11       | 12  | 13  | 14  | 15  | 16  | 17  |
| 18       | 19  | 20  | 21  | 22  | 23  | 24  |
| 25       | 26  | 27  | 28  | 29  | 30  |     |

- Fri 5 Dec** Final date to submit job adverts for 2003
- Mon 8 Dec** Appointments Due
- Fri 12 Dec** Applications for any Annual and LS Leave to be taken prior to 31 Dec 2003 due
- Mon 15 Dec 4.00pm** Timesheets entered by WRS due
- Mon 15 Dec** Appointments Due
- Tue 16 Dec 4.00pm** Timesheets entered by Division /Office due
- Wed 17 Dec** Forecasting for casual hours accepted up to and including 17 Dec
- Mon 22 Dec** Salary for P/E 24 Dec is paid
- Mon 22 Dec** Timesheets entered by WRS due
- Mon 23 Dec 12 NOON** Timesheets entered by Division /Office due

