New Worker Training Induction

Payroll and Payment Cycle for Staff / Employees

SCHEDULE 1: PAYMENT CYCLE FOR EMPLOYEES:

Cycle	Period of Work/Service	Process Date
01	1 January to 15 January	1 February
02	16 January to 31 January	15 February
03	1 February to 15 February	1 March
04	16 February to 28 or 29 February	15 March
05	1 March to 15 March	1 April
06	16 March to 31 March	15 April
07	1 April to 15 April	1 May
08	16 April to 30 April	15 May
09	1 May to 15 May	1 June
10	16 May to 31 May	15 June
11	1 June to 15 June	1 July
12	16 June to 30 June	15 July
13	1 July to 15 July	1 August
14	16 July to 31 July	15 August
15	1 August to 15 August	1 September
16	16 August to 31 August	15 September
17	1 September to 15 September	1 October
18	16 September to 30 September	15 October
19	1 October to 15 October	1 November
20	16 October to 31 October	15 November
21	1 November to 15 November	1 December
22	16 November to 30 November	15 December
23	1 December to 15 December	31 December
24	16 December to 31 December	15 January

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<u>WEEKENDS AND PUBLIC HOLIDAYS PROCESSING and PAYMENT INFORMATION:</u>

1. When the PROCESS DATE falls on a PUBLIC HOLIDAY, the process of PAYMENTS/BILLS are completed on the FIRST WORK DAY (i.e. Mon-Fri) after the PUBLIC HOLIDAY.

2. When the PROCESS DATE falls on a WEEKEND (i.e. Saturday or Sunday) the process of PAYMENTS/BILLS are completed on the MONDAY following the weekend.

3. When the PROCESS DATE falls on a PUBLIC HOLIDAY which also falls on a WEEKEND, the process of PAYMENTS/BILLS are completed on the NEXT STANDARD WORK DAY (i.e. Monday to Friday).

4. When the PAYMENT DATE falls on a PUBLIC HOLIDAY, the payment will be made automatically on the day of the PUBLIC HOLIDAYS, however payment may not show up in an account due to the closure of the personâ€™s nominated bank.Â

5. When the PAYMENT DATE falls on a WEEKEND (i.e. Saturday or Sunday), the payment will be made on the following MONDAY following the weekend.

6. When the PAYMENT DATE falls on a PUBLIC HOLIDAY which also falls on a WEEKEND, the

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payment will be made on the NEXT STANDARD WORK DAY (i.e. Monday to Friday)

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Depending on your bank, pays can sometimes show up 1 to 5 days after we have issued the ABA Payment.

Attached files:

Unique solution ID: #1294
Author: Peter Murphy
Last update: 12-Apr-2019 06:55

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