

# Payroll Services

## Payroll Cut-off Schedule

**Agency:** Department for Education  
**Service Availability:** 8.30am – 5.00pm  
 Monday to Friday Except Public Holidays

Timesheets and Payroll related documentation must be received before scheduled cut-off times outlined below to enable payroll processing before pay day.

Cut-off times below may vary for Public Holiday periods.

Type	Pay Day	Timesheet, Leave, Claims* Cut-off	Payroll Paperwork** Cut-off
All	Every second Thursday from 06/07/2023	5pm Tuesday, 7 business days prior to pay day	5pm Tuesday, 7 business days prior to pay day

**\*Timesheet, Leave, Claims includes:** Overtime, Additional Hours (outside contracted hours), WorkCover Payments, Sick Leave, Annual Leave, Special Leave With Pay, Special Leave Without Pay, Maternity Leave, Sick Leave Without Pay, Long Service Leave, Long Service Leave Half Pay, Leave Paid in Advance.

**\*\*Payroll Paperwork includes:** New Starter Set-Up, Position Changes (inc. reclassification), Roster Set-Up, Employee Details Change (Bank account, Name or Address), Tax Declaration Changes, Increments, Salary and Contract Changes (inc. Additional or Higher Duties, etc), Allowance Changes, Salary Sacrifice Forms, Purchased Leave, Superannuation Changes, Deduction Changes (except overpayment recovery).