



## Fortnightly 2 Payment Schedule 2021-22

Please submit approved timesheets and supporting documentation by 12 noon on the timesheet due date. If you are experiencing difficulties with having your timesheet approved, please email or call us to let us know so we can ensure you are paid on time.

Period worked	Timesheet due	Payment due
14 – 27 June 2021	Monday, 28 June 2021	Friday, 2 July 2021
28 June – 11 July	Monday, 12 July	Friday, 16 July
12 – 25 July	Monday, 26 July	Friday, 30 July
26 July – 08 August	Monday, 09 August	Friday, 13 August
09 – 22 August	Monday, 23 August	Friday, 27 August
23 August – 05 September	Monday, 06 September	Friday, 10 September
06 – 19 September	Monday, 20 September	Friday, 24 September
20 September – 03 October	Tuesday, 05 October <sup>1</sup>	Friday, 08 October
04 – 17 October	Monday, 18 October	Friday, 22 October
18 October – 31 October	Monday, 01 November	Friday, 05 November
01 – 14 November	Monday, 15 November	Friday, 19 November
15 – 28 November	Monday, 29 November	Friday, 03 December
29 November – 12 December	Monday, 13 December	Friday, 17 December
13 – 26 December	Friday, 24 December <sup>2</sup>	Friday, 31 December <sup>2</sup>
27 December – 09 January 2022	Monday, 10 January 2022	Friday, 14 January 2022
10 – 23 January	Monday, 24 January <sup>3</sup>	Friday, 28 January <sup>3</sup>
24 January – 06 February	Monday, 07 February	Friday, 11 February
07 – 20 February	Monday, 21 February	Friday, 25 February
21 February – 06 March	Monday, 07 March	Friday, 11 March
07 – 20 March	Monday, 21 March	Friday, 25 March
21 March – 03 April	Monday, 04 April	Friday, 08 April
04 – 17 April	Tuesday, 19 April <sup>4</sup>	Friday, 22 April <sup>4</sup>
18 April – 01 May	Monday, 02 May	Friday, 06 May
02 – 15 May	Monday, 16 May	Friday, 20 May
16 – 29 May	Tuesday, 31 May <sup>5</sup>	Friday, 03 June <sup>5</sup>
30 May – 12 June	Tuesday, 14 June <sup>6</sup>	Friday, 17 June <sup>6</sup>
13 – 26 June	Monday, 27 June	Friday, 1 July

Please send approved timesheets and supporting documentation to PayMe either by Email to [timesheets@payme.com.au](mailto:timesheets@payme.com.au)

<sup>1</sup> 04 October 2021: Labour Day/Queen's Birthday Public Holiday ACT/NSW & SA

<sup>2</sup> 27 & 28 December 2021: Christmas & Boxing Day Public Holiday – National \*\*Please submit timesheets as early as possible.

<sup>3</sup> 26 January 2022: Australia Day Public Holiday – National \*\*Payslips will be sent Tuesday 25 January 2022

<sup>4</sup> 18 April 2022: Easter Monday Public Holiday – National

<sup>5</sup> 30 May 2022: Reconciliation Day Public Holiday – ACT

<sup>6</sup> 13 June 2022: Queen's Birthday Public Holiday – National except QLD/WA