



Weekly 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
21 – 27 June 2021	Monday, 28 June 2021	Friday, 02 July 2021
28 June – 04 July	Monday, 05 July	Friday, 09 July
05 – 11 July	Monday 12 July	Friday, 16 July
12 – 18 July	Monday, 19 July	Friday, 23 July
19 – 25 July	Monday, 26 July	Friday, 30 July
26 July – 01 August	Monday, 02 August	Friday, 06 August
02 – 08 August	Monday, 09 August	Friday, 13 August
09 – 15 August	Monday, 16 August	Friday, 20 August
16 – 22 August	Monday, 23 August	Friday, 27 August
23 – 29 August	Monday, 30 August	Friday, 03 September
30 August - 05 September	Monday 06 September	Friday, 10 September
06 – 12 September	Monday, 13 September	Friday, 17 September
13 – 19 September	Monday, 20 September	Friday, 24 September
20 - 26 September	Monday, 27 September	Friday, 01 October
27 September - 03 October	Tuesday, 05 October ¹	Friday, 08 October ¹
04 – 10 October	Monday, 11 October	Friday, 15 October
11 – 17 October	Monday, 18 October	Friday, 22 October
18 – 24 October	Monday, 25 October	Friday, 29 October
25 October - 31 November	Monday, 01 November	Friday, 05 November
01 – 07 November	Monday, 08 November	Friday, 12 November
08 – 14 November	Monday, 15 November	Friday, 19 November
15 – 21 November	Monday, 22 November	Friday, 26 November
22 – 28 November	Monday, 29 November	Friday, 03 December
29 November – 05 December	Monday, 06 December	Friday, 10 December
06 – 12 December	Monday, 13 December	Friday, 17 December
13 – 19 December	Monday, 20 December	Friday, 24 December
20 – 26 December	Friday, 24 December ²	Friday, 31 December ²
27 December - 02 January 2022	Tuesday, 04 January 2022 ³	Friday, 07 January 2022 ³
03 – 09 January	Monday, 10 January	Friday, 14 January
10 – 16 January	Monday, 17 January	Friday, 21 January
17 – 23 January	Monday, 24 January ⁴	Friday, 28 January ⁴
24 – 30 January	Monday, 31 January	Friday, 04 February
31 January - 06 February	Monday, 07 February	Friday, 11 February

Period Worked	Timesheet Due	Payment Due
07 – 13 February	Monday, 14 February	Friday, 18 February
14 – 20 February	Monday, 21 February	Friday, 25 February
21 – 27 February	Monday, 28 February	Friday, 04 March
28 February – 06 March	Monday, 07 March	Friday, 11 March
07 - 13 March	Tuesday, 15 March ⁵	Friday, 18 March ⁵
14 – 20 March	Monday, 21 March	Friday, 25 March
21 – 27 March	Monday, 28 March	Friday, 01 April
28 March – 03 April	Monday, 04 April	Friday, 08 April
04 – 10 April	Monday, 11 April	Friday, 15 April
11 – 17 April	Tuesday, 19 April ⁶	Friday, 22 April
18 – 24 April	Tuesday, 26 April ⁷	Friday, 29 April ⁷
25 April – 01 May	Monday, 02 May	Friday, 06 May
02 – 08 May	Monday, 09 May	Friday, 13 May
09 – 15 May	Monday, 16 May	Friday, 20 May
16 – 22 May	Monday, 23 May	Friday, 27 May
23 – 29 May	Tuesday, 31 May ⁸	Friday, 03 June ⁸
30 May – 05 June	Monday, 06 June	Friday, 10 June
06 – 12 June	Tuesday, 14 June ⁹	Friday, 17 June ⁹
13 – 19 June	Monday, 20 June	Friday, 24 June
20 – 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 or via fax on 02 6231 5713.

¹ 04 October 2021: Labour Day/Queen’s Birthday Public Holiday ACT/NSW & SA

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

³ 03 January 2022: New Year’s Day Public Holiday – National

⁴ 26 January 2022: Australia Day Public Holiday – National **Payslips will be sent Tuesday 25 January 2022

⁵ 14 March 2022: Canberra Day Public Holiday (ACT) – Adelaide Cup Day (SA) – Labour Day (VIC) – Eight Hours Day (TAS)

⁶ 18 April 2022: Easter Monday Public Holiday – National

⁷ 25 April 2022: ANZAC Day Public Holiday – National

⁸ 30 May 2022: Reconciliation Day Public Holiday – ACT

⁹ 13 June 2022: Queen’s Birthday Public Holiday – National except QLD/WA