



# Fortnightly 1 Payment Schedule

## FY 23 - 24

Please submit approved timesheets in Astute 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.

| Fortnight Ending          | Timesheet Due                        | Payment Due                          |
|---------------------------|--------------------------------------|--------------------------------------|
| Sunday, 2 July 2023       | Monday, 3 July 2023                  | Friday, 7 July 2023                  |
| Sunday, 16 July 2023      | Monday, 17 July 2023                 | Friday, 21 July 2023                 |
| Sunday, 30 July 2023      | Monday, 31 July 2023                 | Friday, 4 August 2023                |
| Sunday, 13 August 2023    | Monday, 14 August 2023               | Friday, 18 August 2023               |
| Sunday, 27 August 2023    | Monday, 28 August 2023               | Friday, 1 September 2023             |
| Sunday, 10 September 2023 | Monday, 11 September 2023            | Friday, 15 September 2023            |
| Sunday, 24 September 2023 | Monday, 25 September 2023            | Friday, 29 September 2023            |
| Sunday, 8 October 2023    | Monday, 9 October 2023               | Friday, 13 October 2023              |
| Sunday, 22 October 2023   | Monday, 23 October 2023              | Friday, 27 October 2023              |
| Sunday, 5 November 2023   | Monday, 6 November 2023              | Friday, 10 November 2023             |
| Sunday, 19 November 2023  | Monday, 20 November 2023             | Friday, 24 November 2023             |
| Sunday, 3 December 2023   | Monday, 4 December 2023              | Friday, 8 December 2023              |
| Sunday, 17 December 2023  | Monday, 18 December 2023             | Friday, 22 December 2023             |
| Sunday, 31 December 2023  | Tuesday, 2 January 2024 <sup>1</sup> | Friday, 5 January 2024               |
| Sunday, 14 January 2024   | Monday, 15 January 2024              | Friday, 19 January 2024              |
| Sunday, 28 January 2024   | Monday, 29 January 2024              | Friday, 2 February 2024              |
| Sunday, 11 February 2024  | Monday, 12 February 2024             | Friday, 16 February 2024             |
| Sunday, 25 February 2024  | Monday, 26 February 2024             | Friday, 1 March 2024                 |
| Sunday, 10 March 2024     | Tuesday, 12 March 2024 <sup>2</sup>  | Friday, 15 March 2024                |
| Sunday, 24 March 2024     | Monday, 25 March 2024                | Friday, 29 March 2024 <sup>3</sup>   |
| Sunday, 7 April 2024      | Monday, 8 April 2024                 | Friday, 12 April 2024                |
| Sunday, 21 April 2024     | Monday, 22 April 2024                | Thursday, 25 April 2024 <sup>4</sup> |
| Sunday, 5 May 2024        | Monday, 6 May 2024                   | Friday, 10 May 2024                  |
| Sunday, 19 May 2024       | Monday, 20 May 2024                  | Friday, 24 May 2024                  |
| Sunday, 2 June 2024       | Monday, 3 June 2024                  | Friday, 7 June 2024                  |
| Sunday, 16 June 2024      | Monday, 17 June 2024                 | Friday, 21 June 2024                 |
| Sunday, 30 June 2024      | Monday, 1 July 2024                  | Friday, 5 July 2024                  |

<sup>1</sup> 1 January 2024: New Year's Day Public Holiday (National)

<sup>2</sup> 11 March 2024: Canberra Day Public Holiday (ACT)

<sup>3</sup> 29 March 2024: Good Friday Public Holiday (National) (PayMe office will be closed however pay will still be received on this day)

<sup>4</sup> 25 April 2024: ANZAC Day Public Holiday (National) (PayMe office will be closed so payroll will be processed early)