



Fortnightly 2 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, 20 August 2023	Monday, 21 August 2023	Friday, 25 August 2023
Sunday, 3 September 2023	Monday, 4 September 2023	Friday, 8 September 2023
Sunday, 17 September 2023	Monday, 18 September 2023	Friday, 22 September 2023
Sunday, 1 October 2023	Tuesday, 3 October 2023 ¹	Friday, 6 October 2023
Sunday, 15 October 2023	Monday, 16 October 2023	Friday, 20 October 2023
Sunday, 29 October 2023	Monday, 30 October 2023	Friday, 3 November 2023
Sunday, 12 November 2023	Monday, 13 November 2023	Friday, 17 November 2023
Sunday, 26 November 2023	Monday, 27 November 2023	Friday, 1 December 2023
Sunday, 10 December 2023	Monday, 11 December 2023	Friday, 15 December 2023
Sunday, 24 December 2023	Monday, 18 December 2023²	Friday, 22 December 2023
Sunday, 7 January 2024	Monday, 8 January 2024	Friday, 12 January 2024
Sunday, 21 January 2024	Monday, 22 January 2024	Friday, 26 January 2024 ³
Sunday, 4 February 2024	Monday, 5 February 2024	Friday, 9 February 2024
Sunday, 18 February 2024	Monday, 19 February 2024	Friday, 23 February 2024
Sunday, 3 March 2024	Monday, 4 March 2024	Friday, 8 March 2024
Sunday, 17 March 2024	Monday, 18 March 2024	Friday, 22 March 2024
Sunday, 31 March 2024	Tuesday, 2 April 2024 ⁴	Friday, 5 April 2024
Sunday, 14 April 2024	Monday, 15 April 2024	Friday, 19 April 2024
Sunday, 28 April 2024	Monday, 29 April 2024	Friday, 3 May 2024
Sunday, 12 May 2024	Monday, 13 May 2024	Friday, 17 May 2024
Sunday, 26 May 2024	Tuesday, 28 May 2024 ⁵	Friday, 31 May 2024
Sunday, 9 June 2024	Tuesday, 11 June 2024 ⁶	Friday, 14 June 2024
Sunday, 23 June 2024	Monday, 24 June 2024	Friday, 28 June 2024
Sunday, 7 July 2024	Monday, 8 July 2024	Friday, 12 July 2024

¹ 2 October 2023: Labour Day Public Holiday (NSW, ACT, SA) | King's Birthday Public Holiday (QLD)

² **Please submit your estimated hours for 18-24 December no later than the 19th of December as this will be paid in advance. Please note that the PayMe office will be closed from the 25th of December 2023 to the 1st of January 2024.**

³ 26 January 2024: Australia Day Public Holiday (National) (PayMe office will be closed however pay will still be received on this day)

⁴ 1 April 2024: Easter Monday Public Holiday (National)

⁵ 27 May 2024: Reconciliation Day Public Holiday (ACT)

⁶ 10 June 2024: King's Birthday Public Holiday (NSW, ACT, VIC, TAS, NT, SA)