

## Departmental Timesheet Approval Deadlines

Month	Deadline for Level 1 and 2 approved timesheets	Date pay credited to bank account
January 2024	10 January 2024	24 January 2024
February 2024	9 February 2024	23 February 2024
March 2024	8 March 2024	22 March 2024
April 2024	10 April 2024	24 April 2024
May 2024	10 May 2024	24 May 2024
June 2024	10 June 2024	24 June 2024
July 2024	10 July 2024	24 July 2024
August 2024	9 August 2024	23 August 2024
September 2024	10 September 2024	24 September 2024
October 2024	10 October 2024	24 October 2024

**Please note:**

- The deadline is 17:00 on each of the dates listed.
- These are the departments' deadlines by which time Level 1 and Level 2 approvers must approve a timesheet in the Casual Worker Management System. Workers should liaise with their hiring manager on internal departmental deadlines in order to meet these centralised submission deadlines.