



# Payroll Services

## Payroll Cut-off Schedule

**Agency:** Department for Child Protection  
**Service Availability:** 8.30am – 5.00pm  
Monday to Friday, except Public Holidays

Timesheets and Payroll related documentation must be received before scheduled cut-off times outlined below to enable payroll processing before pay day. Cut-off times below may vary for Public Holiday periods.

Type	Pay Day	Timesheet/Leave* Cut-off	HR Paperwork** Cut-off
Autopay	Every second Thursday from 26/5/16	5pm Tuesday, 7 business days prior to pay day	5pm Tuesday, 7 business days prior to pay day
Timesheets	Every second Friday from 3/6/16	10am Monday, 4 business days prior to pay day (applies to timesheets only)  File Load 3pm Tuesday, 3 business days prior to pay day	5pm Tuesday, 8 business days prior to pay day (applies to leave also)

**\*Timesheet/Leave includes:** Workcover Payments, Sick Leave, Annual Leave, Special Leave With Pay, Special Leave Without Pay, Maternity Leave, Sick Leave Without Pay, Long Service Leave, Long Service Leave Half Pay, Leave Paid in Advance

**\*\*HR Paperwork includes:** New Starter Set-Up, Position Changes, Roster Set-Up, Position Reclassification, Bank Account Changes, Tax Declaration Changes, Name/Address Changes, Increments, Appointment Changes, Variation in Hours, Additional Duties, Higher Duties, Enterprise Agreements, Allowance Changes, Salary Sacrifice, Salary Sacrifice Refunds, Purchased Leave, Superannuation Changes, Deduction Changes - except overpayment recovery