



# Payroll Services

## Payroll Cut-Off Schedule

### SA Health

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

Central Adelaide Local Health Network	SA Ambulance Service
Country Health SA Local Health Network	Southern Adelaide Local Health Network
Department for Health and Wellbeing	Women's and Children's Health Network
Northern Adelaide Local Health Network	SA Mental Health Commission

Type	Pay Day	Timesheet, Leave, Claims* Cut-off	Payroll Paperwork** Cut-off
Auto Pay (A2)	Every second Thursday from 27/09/2018	10am Tuesday, 7 business day prior to pay day	5pm Wednesday, 6 business days prior to pay day
Roster (ProAct) (R2)	Every second Friday from 21/09/2018	Manual Timesheets and File Load 10am Monday, 4 business days prior to pay day	5pm Wednesday, 7 business days prior to pay day
Manual Timesheets (T2)	Every second Friday from 28/09/2018	10am Tuesday, 8 business days prior to pay day	5pm Wednesday, 7 business days prior to pay day
Casuals (S2) – SA Ambulance Service Only	Every second Friday of each fortnight	10am Monday, 4 business days prior to pay day	12pm Thursday, 6 business days prior to pay day
Salaried and others (S2) – SA Ambulance Service Only	Every second Friday from 21/09/2018	12pm Thursday, 6 business days prior to pay day	12pm Thursday, 6 business days prior to pay day

**\*Timesheet, Leave, Claims includes:** Overtime, Additional Hours (outside contracted hours), 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.

**\*\*Payroll Paperwork includes:** New Starter Set-Up, Position Changes (inc reclassification), Roster Set-Up, Employee Details Change (Bank account, Name or Address), Tax Declaration Changes, Increments, Salary and Contract Changes (inc Additional or Higher Duties, etc), Allowance Changes, Salary Sacrifice Forms, Purchased Leave, Superannuation Changes, Deduction Changes (except overpayment recovery).