



Payroll Services

Payroll Cut-off Schedule

Agency: SA Fire and Emergency Services Commission

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
SA Fire and Emergency Services Commission Country Fire Service State Emergency Service South Australian Metropolitan Fire Service	Every second Thursday from 19/1/17	5pm Wednesday, 6 business days prior to pay day MFS only File Load 10am Thursday, 5 business days prior to pay day	5pm Wednesday, 6 business days prior to pay day

***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