

TIMETABLE FOR SUBMISSION OF CASUAL ACADEMIC STAFF TIMESHEETS FOR 2008

PLEASE NOTE THAT ALL TIMESHEETS MUST BE RECEIVED IN HUMAN RESOURCE SERVICES BY 11:00 am ON THE DATE SPECIFIED BELOW.

PAY DATE	TIMESHEETS TO BE COMPLETED TO	DATE REQUIRED IN HUMAN RESOURCE SERVICES	
Thursday, 10 January 2008	Friday, 28 December 2007	Monday, 7 January 2008	
Thursday, 24 January 2008	Friday, 11 January 2008	Wednesday, 16 January 2008	
Thursday, 7 February 2008	Friday, 25 January 2008	Wednesday, 30 January 2008	
Thursday, 21 February 2008	Friday, 8 February 2008	Wednesday, 13 February 2008	
Thursday, 6 March 2008	Friday, 22 February 2008	Wednesday, 27 February 2008	
Thursday, 20 March 2008	Friday, 7 March 2008	Wednesday, 12 March 2008	
Thursday, 3 April 2008	Friday, 21 March 2008	Wednesday, 26 March 2008	
Thursday, 17 April 2008	Friday, 4 April 2008	Wednesday, 9 April 2008	
Thursday, 1 May 2008	Friday, 18 April 2008	Wednesday, 23 April 2008	
Thursday, 15 May 2008	Friday, 2 May 2008	Wednesday, 7 May 2008	
Thursday, 29 May 2008	Friday, 16 May 2008	Wednesday, 21 May 2008	
Thursday, 12 June 2008	Friday, 30 May 2008	Tuesday, 3 June 2008	#####
Thursday, 26 June 2008	Friday, 13 June 2008	Wednesday, 18 June 2008	
Thursday, 10 July 2008	Friday, 27 June 2008	Wednesday, 2 July 2008	
Thursday, 24 July 2008	Friday, 11 July 2008	Wednesday, 16 July 2008	
Thursday, 7 August 2008	Friday, 25 July 2008	Wednesday, 30 July 2008	
Thursday, 21 August 2008	Friday, 8 August 2008	Wednesday, 13 August 2008	
Thursday, 4 September 2008	Friday, 22 August 2008	Wednesday, 27 August 2008	
Thursday, 18 September 2008	Friday, 5 September 2008	Wednesday, 10 September 2008	
Thursday, 2 October 2008	Friday, 19 September 2008	Wednesday, 24 September 2008	
Thursday, 16 October 2008	Friday, 3 October 2008	Wednesday, 8 October 2008	
Thursday, 30 October 2008	Friday, 17 October 2008	Wednesday, 22 October 2008	
Thursday, 13 November 2008	Friday, 31 October 2008	Wednesday, 5 November 2008	
Thursday, 27 November 2008	Friday, 14 November 2008	Wednesday, 19 November 2008	
Thursday, 11 December 2008	Friday, 28 November 2008	Monday, 1 December 2008	&&&&
Thursday, 25 December 2008	Tuesday, 16 December 2008	Monday, 8 December 2008	&&&&

&&&& SUBMISSION DATES BOUGHT FORWARD FOR CHRISTMAS PERIOD AND UNIVERSITY CLOSDOWN

SUBMISSION DATES BOUGHT FORWARD FOR PUBLIC HOLIDAYS

APPOINTMENT FORMS

Appointment Forms for the above category of staff must be approved by an appropriate delegate and received by the HR Services Team, Human Resource Services
five (5) clear working days
 prior to the date that Timesheets are required in Human Resource Services.