

TIMETABLE FOR SUBMISSION OF GENERAL STAFF/OVERTIME TIMESHEETS FOR 2008

PLEASE NOTE THAT ALL TIMESHEETS MUST BE RECEIVED IN HUMAN RESOURCE SERVICES BY 11.00AM ON THE DATE SPECIFIED BELOW.

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

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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.