

# Managers Information

## Rostering Process Date Matrix

| ROSTER TEMPLATE FY19/20 - PAY CYCLE 1                                                  |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         |                    |                                                                                                                                     |                    |            |                                                                                                   |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                                     |                         | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                            |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                         |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to Roster Preparation Period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to Roster Approval and Publication | ROSTER APPROVAL PERIOD (commences)<br>2 week period prior to Roster Publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION Roster Due for Display (for most 4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD    |                    | ROSTER MAINTENANCE (Changes to published roster are entered until Roster Sign Off and Authorisation for Initial Payroll Processing) | 2 WEEK PAY PERIODS |            | ROSTER SIGN OFF AND AUTHORISATION (pre Initial Payroll Processing) due by 1000. (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (Unless notified)<br>All known roster changes to pay period must be made prior to 10.00am. | ROSTER CHANGES AND SIGN OFF (Adjustments after Initial Payroll Processing until Subsequent Payroll Processing) made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |
| Sunday                                                                                 | Sunday                                                                                         | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                              | Monday - Sunday         | Monday             | Monday - Sunday                                                                                                                     | Monday             | Monday     | Wednesday                                                                                         |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 14/04/2019                                                                             | 28/04/2019                                                                                     | 29/04/2019                                                                                                                               | 12/05/2019                                                                               | 13/05/2019                                                                                          | 10/06/2019 - 07/07/2019 | 24/06/2019         | 10/06/2019 - 23/06/2019                                                                                                             | 24/06/2019         | 24/06/2019 | 03/07/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 08/07/2019         | 24/06/2019 - 07/07/2019                                                                                                             | 8/07/2019          | 8/07/2019  | 17/07/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 12/05/2019                                                                             | 26/05/2019                                                                                     | 27/05/2019                                                                                                                               | 09/06/2019                                                                               | 10/06/2019                                                                                          | 08/07/2019 - 04/08/2019 | 22/07/2019         | 08/07/2019 - 21/07/2019                                                                                                             | 22/07/2019         | 22/07/2019 | 31/07/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 05/08/2019         | 22/07/2019 - 04/08/2019                                                                                                             | 5/08/2019          | 5/08/2019  | 14/08/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 09/06/2019                                                                             | 23/06/2019                                                                                     | 24/06/2019                                                                                                                               | 07/07/2019                                                                               | 08/07/2019                                                                                          | 05/08/2019 - 01/09/2019 | 19/08/2019         | 05/08/2019 - 18/08/2019                                                                                                             | 19/08/2019         | 19/08/2019 | 28/08/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 02/09/2019         | 19/08/2019 - 01/09/2019                                                                                                             | 2/09/2019          | 2/09/2019  | 11/09/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 07/07/2019                                                                             | 21/07/2019                                                                                     | 22/07/2019                                                                                                                               | 04/08/2019                                                                               | 05/08/2019                                                                                          | 02/09/2019 - 29/09/2019 | 16/09/2019         | 02/09/2019 - 15/09/2019                                                                                                             | 16/09/2019         | 16/09/2019 | 25/09/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 30/09/2019         | 16/09/2019 - 29/09/2019                                                                                                             | 30/09/2019         | 30/09/2019 | 09/10/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 04/08/2019                                                                             | 18/08/2019                                                                                     | 19/08/2019                                                                                                                               | 01/09/2019                                                                               | 02/09/2019                                                                                          | 30/09/2019 - 27/10/2019 | 14/10/2019         | 30/09/2019 - 13/10/2019                                                                                                             | 14/10/2019         | 14/10/2019 | 23/10/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 28/10/2019         | 14/10/2019 - 27/10/2019                                                                                                             | 28/10/2019         | 28/10/2019 | 06/11/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 01/09/2019                                                                             | 15/09/2019                                                                                     | 16/09/2019                                                                                                                               | 29/09/2019                                                                               | 30/09/2019                                                                                          | 28/10/2019 - 24/11/2019 | 11/11/2019         | 28/10/2019 - 10/11/2019                                                                                                             | 11/11/2019         | 11/11/2019 | 20/11/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 25/11/2019         | 11/11/2019 - 24/11/2019                                                                                                             | 25/11/2019         | 25/11/2019 | 04/12/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 29/09/2019                                                                             | 13/10/2019                                                                                     | 14/10/2019                                                                                                                               | 27/10/2019                                                                               | 28/10/2019                                                                                          | 25/11/2019 - 22/12/2019 | 9/12/2019          | 25/11/2019 - 08/12/2019                                                                                                             | 9/12/2019          | 9/12/2019  | 18/12/2019                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 23/12/2019         | 09/12/2019 - 22/12/2019                                                                                                             | 23/12/2019         | 23/12/2019 | 01/01/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 27/10/2019                                                                             | 10/11/2019                                                                                     | 11/11/2019                                                                                                                               | 24/11/2019                                                                               | 25/11/2019                                                                                          | 23/12/2019 - 19/01/2020 | 6/01/2020          | 23/12/2019 - 05/01/2020                                                                                                             | 6/01/2020          | 6/01/2020  | 15/01/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 20/01/2020         | 06/01/2020 - 19/01/2020                                                                                                             | 20/01/2020         | 20/01/2020 | 29/01/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 24/11/2019                                                                             | 8/12/2019                                                                                      | 9/12/2019                                                                                                                                | 22/12/2019                                                                               | 23/12/2019                                                                                          | 20/01/2020 - 16/02/2020 | 3/02/2020          | 20/01/2020 - 02/02/2020                                                                                                             | 3/02/2020          | 3/02/2020  | 12/02/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 17/02/2020         | 03/02/2020 - 16/02/2020                                                                                                             | 17/02/2020         | 17/02/2020 | 26/02/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 22/12/2019                                                                             | 5/01/2020                                                                                      | 6/01/2020                                                                                                                                | 19/01/2020                                                                               | 20/01/2020                                                                                          | 17/02/2020 - 15/03/2020 | 2/03/2020          | 17/02/2020 - 01/03/2020                                                                                                             | 2/03/2020          | 2/03/2020  | 11/03/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 16/03/2020         | 02/03/2020 - 15/03/2020                                                                                                             | 16/03/2020         | 16/03/2020 | 25/03/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 19/01/2020                                                                             | 2/02/2020                                                                                      | 3/02/2020                                                                                                                                | 16/02/2020                                                                               | 17/02/2020                                                                                          | 16/03/2020 - 12/04/2020 | 30/03/2020         | 16/03/2020 - 29/03/2020                                                                                                             | 30/03/2020         | 30/03/2020 | 08/04/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 13/04/2020         | 30/03/2020 - 12/04/2020                                                                                                             | 13/04/2020         | 13/04/2020 | 22/04/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 16/02/2020                                                                             | 1/03/2020                                                                                      | 2/03/2020                                                                                                                                | 15/03/2020                                                                               | 16/03/2020                                                                                          | 13/04/2020 - 10/05/2020 | 27/04/2020         | 13/04/2020 - 26/04/2020                                                                                                             | 27/04/2020         | 27/04/2020 | 06/05/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 11/05/2020         | 27/04/2020 - 10/05/2020                                                                                                             | 11/05/2020         | 11/05/2020 | 20/05/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| 15/03/2020                                                                             | 29/03/2020                                                                                     | 30/03/2020                                                                                                                               | 12/04/2020                                                                               | 13/04/2020                                                                                          | 11/05/2020 - 07/06/2020 | 25/05/2020         | 11/05/2020 - 24/05/2020                                                                                                             | 25/05/2020         | 25/05/2020 | 03/06/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 08/06/2020         | 25/05/2020 - 07/06/2020                                                                                                             | 8/06/2020          | 8/06/2020  | 17/06/2020                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |

# Managers Information

## Rostering Process Date Matrix



| ROSTER TEMPLATE FY20/21 - PAY CYCLE 1                                                  |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         |                    |                                                                                                                                     |                    |            |                                                                                                   |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                                     |                         | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                            |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                         |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to Roster Preparation Period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to Roster Approval and Publication | ROSTER APPROVAL PERIOD (commences)<br>2 Week period prior to Roster Publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION Roster Due for Display (for most 4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD    |                    | ROSTER MAINTENANCE (Changes to published roster are entered until Roster Sign Off and Authorisation for Initial Payroll Processing) | 2 WEEK PAY PERIODS |            | ROSTER SIGN OFF AND AUTHORISATION (pre Initial Payroll Processing) due by 1000. (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (Unless notified)<br>All known roster changes to pay period must be made prior to 10.00am. | ROSTER CHANGES AND SIGN OFF (Adjustments after Initial Payroll Processing until Subsequent Payroll Processing) made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |
| Sunday                                                                                 | Sunday                                                                                         | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                              | Monday - Sunday         | Monday             | Monday - Sunday                                                                                                                     | Monday             | Monday     | Monday                                                                                            | Wednesday                                                                                                                               |                                                                                                                                                                                                                                                                                                                                             |
| 12/04/2020                                                                             | 26/04/2020                                                                                     | 27/04/2020                                                                                                                               | 10/05/2020                                                                               | 11/05/2020                                                                                          | 8/06/2020 - 05/07/2020  | 22/06/2020         | 8/06/2020 - 21/06/2020                                                                                                              | 22/06/2020         | 22/06/2020 | 22/06/2020                                                                                        | 01/07/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 06/07/2020         | 22/06/2020 - 05/07/2020                                                                                                             | 6/07/2020          | 6/07/2020  | 6/07/2020                                                                                         | 15/07/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 10/05/2020                                                                             | 24/05/2020                                                                                     | 25/05/2020                                                                                                                               | 07/06/2020                                                                               | 08/06/2020                                                                                          | 06/07/2020 - 02/08/2020 | 20/07/2020         | 06/07/2020 - 19/07/2020                                                                                                             | 20/07/2020         | 20/07/2020 | 20/07/2020                                                                                        | 29/07/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 03/08/2020         | 20/07/2020 - 02/08/2020                                                                                                             | 3/08/2020          | 3/08/2020  | 3/08/2020                                                                                         | 12/08/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 07/06/2020                                                                             | 21/06/2020                                                                                     | 22/06/2020                                                                                                                               | 05/07/2020                                                                               | 06/07/2020                                                                                          | 03/08/2020 - 30/08/2020 | 17/08/2020         | 03/08/2020 - 16/08/2020                                                                                                             | 17/08/2020         | 17/08/2020 | 17/08/2020                                                                                        | 26/08/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 31/08/2020         | 17/08/2020 - 30/08/2020                                                                                                             | 31/08/2020         | 31/08/2020 | 31/08/2020                                                                                        | 09/09/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 05/07/2020                                                                             | 19/07/2020                                                                                     | 20/07/2020                                                                                                                               | 02/08/2020                                                                               | 03/08/2020                                                                                          | 31/08/2020 - 27/09/2020 | 14/09/2020         | 31/08/2020 - 13/09/2020                                                                                                             | 14/09/2020         | 14/09/2020 | 14/09/2020                                                                                        | 23/09/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 28/09/2020         | 14/09/2020 - 27/09/2020                                                                                                             | 28/09/2020         | 28/09/2020 | 28/09/2020                                                                                        | 07/10/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 02/08/2020                                                                             | 16/08/2020                                                                                     | 17/08/2020                                                                                                                               | 30/08/2020                                                                               | 31/08/2020                                                                                          | 28/09/2020 - 25/10/2020 | 12/10/2020         | 28/09/2020 - 11/10/2020                                                                                                             | 12/10/2020         | 12/10/2020 | 12/10/2020                                                                                        | 21/10/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 26/10/2020         | 12/10/2020 - 25/10/2020                                                                                                             | 26/10/2020         | 26/10/2020 | 26/10/2020                                                                                        | 04/11/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 30/08/2020                                                                             | 13/09/2020                                                                                     | 14/09/2020                                                                                                                               | 27/09/2020                                                                               | 28/09/2020                                                                                          | 26/10/2020 - 22/11/2020 | 9/11/2020          | 26/10/2020 - 08/11/2020                                                                                                             | 9/11/2020          | 9/11/2020  | 9/11/2020                                                                                         | 18/11/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 23/11/2020         | 09/11/2020 - 22/11/2020                                                                                                             | 23/11/2020         | 23/11/2020 | 23/11/2020                                                                                        | 02/12/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 27/09/2020                                                                             | 11/10/2020                                                                                     | 12/10/2020                                                                                                                               | 25/10/2020                                                                               | 26/10/2020                                                                                          | 23/11/2020 - 20/12/2020 | 7/12/2020          | 23/11/2020 - 06/12/2020                                                                                                             | 7/12/2020          | 7/12/2020  | 7/12/2020                                                                                         | 16/12/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 21/12/2020         | 07/12/2020 - 20/12/2020                                                                                                             | 21/12/2020         | 21/12/2020 | 21/12/2020                                                                                        | 30/12/2020                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 25/10/2020                                                                             | 8/11/2020                                                                                      | 9/11/2020                                                                                                                                | 22/11/2020                                                                               | 23/11/2020                                                                                          | 21/12/2020 - 17/01/2021 | 4/01/2021          | 21/12/2020 - 03/01/2021                                                                                                             | 4/01/2021          | 4/01/2021  | 4/01/2021                                                                                         | 13/01/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 18/01/2021         | 04/01/2021 - 17/01/2021                                                                                                             | 18/01/2021         | 18/01/2021 | 18/01/2021                                                                                        | 27/01/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 22/11/2020                                                                             | 6/12/2020                                                                                      | 7/12/2020                                                                                                                                | 20/12/2020                                                                               | 21/12/2020                                                                                          | 18/01/2021 - 14/02/2021 | 1/02/2021          | 18/01/2021 - 31/01/2021                                                                                                             | 1/02/2021          | 1/02/2021  | 1/02/2021                                                                                         | 10/02/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 15/02/2021         | 01/02/2021 - 14/02/2021                                                                                                             | 15/02/2021         | 15/02/2021 | 15/02/2021                                                                                        | 24/02/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 20/12/2020                                                                             | 3/01/2021                                                                                      | 4/01/2021                                                                                                                                | 17/01/2021                                                                               | 18/01/2021                                                                                          | 15/02/2021 - 14/03/2021 | 1/03/2021          | 15/02/2021 - 28/02/2021                                                                                                             | 1/03/2021          | 1/03/2021  | 1/03/2021                                                                                         | 10/03/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 15/03/2021         | 01/03/2021 - 14/03/2021                                                                                                             | 15/03/2021         | 15/03/2021 | 15/03/2021                                                                                        | 24/03/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 17/01/2021                                                                             | 31/01/2021                                                                                     | 1/02/2021                                                                                                                                | 14/02/2021                                                                               | 15/02/2021                                                                                          | 15/03/2021 - 11/04/2021 | 29/03/2021         | 15/03/2021 - 28/03/2021                                                                                                             | 29/03/2021         | 29/03/2021 | 29/03/2021                                                                                        | 07/04/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 12/04/2021         | 29/03/2021 - 11/04/2021                                                                                                             | 12/04/2021         | 12/04/2021 | 12/04/2021                                                                                        | 21/04/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 14/02/2021                                                                             | 28/02/2021                                                                                     | 1/03/2021                                                                                                                                | 14/03/2021                                                                               | 15/03/2021                                                                                          | 12/04/2021 - 09/05/2021 | 26/04/2021         | 12/04/2021 - 25/04/2021                                                                                                             | 26/04/2021         | 26/04/2021 | 26/04/2021                                                                                        | 05/05/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 10/05/2021         | 26/04/2021 - 09/05/2021                                                                                                             | 10/05/2021         | 10/05/2021 | 10/05/2021                                                                                        | 19/05/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 14/03/2021                                                                             | 28/03/2021                                                                                     | 29/03/2021                                                                                                                               | 11/04/2021                                                                               | 12/04/2021                                                                                          | 10/05/2021 - 06/06/2021 | 24/05/2021         | 10/05/2021 - 23/05/2021                                                                                                             | 24/05/2021         | 24/05/2021 | 24/05/2021                                                                                        | 02/06/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 07/06/2021         | 24/05/2021 - 06/06/2021                                                                                                             | 7/06/2021          | 7/06/2021  | 7/06/2021                                                                                         | 16/06/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |

# Managers Information

## Rostering Process Date Matrix



| ROSTER TEMPLATE FY21/22 - PAY CYCLE 1                                                  |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         |                    |                                                                                                                                     |                    |            |                                                                                                   |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                                     |                         | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                            |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                         |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to Roster Preparation Period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to Roster Approval and Publication | ROSTER APPROVAL PERIOD (commences)<br>2 Week period prior to Roster Publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION Roster Due for Display (for most 4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD    |                    | ROSTER MAINTENANCE (Changes to published roster are entered until Roster Sign Off and Authorisation for Initial Payroll Processing) | 2 WEEK PAY PERIODS |            | ROSTER SIGN OFF AND AUTHORISATION (pre Initial Payroll Processing) due by 1000. (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (Unless notified)<br>All known roster changes to pay period must be made prior to 10.00am. | ROSTER CHANGES AND SIGN OFF (Adjustments after Initial Payroll Processing until Subsequent Payroll Processing) made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |
| Sunday                                                                                 | Sunday                                                                                         | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                              | Monday - Sunday         | Monday             | Monday - Sunday                                                                                                                     | Monday             | Monday     | Monday                                                                                            | Wednesday                                                                                                                               |                                                                                                                                                                                                                                                                                                                                             |
| 11/04/2021                                                                             | 25/04/2021                                                                                     | 26/04/2021                                                                                                                               | 09/05/2021                                                                               | 10/05/2021                                                                                          | 7/06/2021 - 04/07/2021  | 21/06/2021         | 7/06/2021 - 20/06/2021                                                                                                              | 21/06/2021         | 21/06/2021 | 21/06/2021                                                                                        | 30/06/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 05/07/2021         | 21/06/2021 - 04/07/2021                                                                                                             | 5/07/2021          | 5/07/2021  | 5/07/2021                                                                                         | 14/07/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 09/05/2021                                                                             | 23/05/2021                                                                                     | 24/05/2021                                                                                                                               | 06/06/2021                                                                               | 07/06/2021                                                                                          | 05/07/2021 - 01/08/2021 | 19/07/2021         | 05/07/2021 - 18/07/2021                                                                                                             | 19/07/2021         | 19/07/2021 | 19/07/2021                                                                                        | 28/07/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 02/08/2021         | 19/07/2021 - 01/08/2021                                                                                                             | 2/08/2021          | 2/08/2021  | 2/08/2021                                                                                         | 11/08/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 06/06/2021                                                                             | 20/06/2021                                                                                     | 21/06/2021                                                                                                                               | 04/07/2021                                                                               | 05/07/2021                                                                                          | 02/08/2021 - 29/08/2021 | 16/08/2021         | 02/08/2021 - 15/08/2021                                                                                                             | 16/08/2021         | 16/08/2021 | 16/08/2021                                                                                        | 25/08/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 30/08/2021         | 16/08/2021 - 29/08/2021                                                                                                             | 30/08/2021         | 30/08/2021 | 30/08/2021                                                                                        | 08/09/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 04/07/2021                                                                             | 18/07/2021                                                                                     | 19/07/2021                                                                                                                               | 01/08/2021                                                                               | 02/08/2021                                                                                          | 30/08/2021 - 26/09/2021 | 13/09/2021         | 30/08/2021 - 12/09/2021                                                                                                             | 13/09/2021         | 13/09/2021 | 13/09/2021                                                                                        | 22/09/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 27/09/2021         | 13/09/2021 - 26/09/2021                                                                                                             | 27/09/2021         | 27/09/2021 | 27/09/2021                                                                                        | 06/10/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 01/08/2021                                                                             | 15/08/2021                                                                                     | 16/08/2021                                                                                                                               | 29/08/2021                                                                               | 30/08/2021                                                                                          | 27/09/2021 - 24/10/2021 | 11/10/2021         | 27/09/2021 - 10/10/2021                                                                                                             | 11/10/2021         | 11/10/2021 | 11/10/2021                                                                                        | 20/10/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 25/10/2021         | 11/10/2021 - 24/10/2021                                                                                                             | 25/10/2021         | 25/10/2021 | 25/10/2021                                                                                        | 03/11/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 29/08/2021                                                                             | 12/09/2021                                                                                     | 13/09/2021                                                                                                                               | 26/09/2021                                                                               | 27/09/2021                                                                                          | 25/10/2021 - 21/11/2021 | 8/11/2021          | 25/10/2021 - 07/11/2021                                                                                                             | 8/11/2021          | 8/11/2021  | 8/11/2021                                                                                         | 17/11/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 22/11/2021         | 08/11/2021 - 21/11/2021                                                                                                             | 22/11/2021         | 22/11/2021 | 22/11/2021                                                                                        | 01/12/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 26/09/2021                                                                             | 10/10/2021                                                                                     | 11/10/2021                                                                                                                               | 24/10/2021                                                                               | 25/10/2021                                                                                          | 22/11/2021 - 19/12/2021 | 6/12/2021          | 22/11/2021 - 05/12/2021                                                                                                             | 6/12/2021          | 6/12/2021  | 6/12/2021                                                                                         | 15/12/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 20/12/2021         | 06/12/2021 - 19/12/2021                                                                                                             | 20/12/2021         | 20/12/2021 | 20/12/2021                                                                                        | 29/12/2021                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 24/10/2021                                                                             | 7/11/2021                                                                                      | 8/11/2021                                                                                                                                | 21/11/2021                                                                               | 22/11/2021                                                                                          | 20/12/2021 - 16/01/2022 | 3/01/2022          | 20/12/2021 - 02/01/2022                                                                                                             | 3/01/2022          | 3/01/2022  | 3/01/2022                                                                                         | 12/01/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 17/01/2022         | 03/01/2022 - 16/01/2022                                                                                                             | 17/01/2022         | 17/01/2022 | 17/01/2022                                                                                        | 26/01/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 21/11/2021                                                                             | 5/12/2021                                                                                      | 6/12/2021                                                                                                                                | 19/12/2021                                                                               | 20/12/2021                                                                                          | 17/01/2022 - 13/02/2022 | 31/01/2022         | 17/01/2022 - 30/01/2022                                                                                                             | 31/01/2022         | 31/01/2022 | 31/01/2022                                                                                        | 09/02/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 14/02/2022         | 31/01/2022 - 13/02/2022                                                                                                             | 14/02/2022         | 14/02/2022 | 14/02/2022                                                                                        | 23/02/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 19/12/2021                                                                             | 2/01/2022                                                                                      | 3/01/2022                                                                                                                                | 16/01/2022                                                                               | 17/01/2022                                                                                          | 14/02/2022 - 13/03/2022 | 28/02/2022         | 14/02/2022 - 27/02/2022                                                                                                             | 28/02/2022         | 28/02/2022 | 28/02/2022                                                                                        | 09/03/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 14/03/2022         | 28/02/2022 - 13/03/2022                                                                                                             | 14/03/2022         | 14/03/2022 | 14/03/2022                                                                                        | 23/03/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 16/01/2022                                                                             | 30/01/2022                                                                                     | 31/01/2022                                                                                                                               | 13/02/2022                                                                               | 14/02/2022                                                                                          | 14/03/2022 - 10/04/2022 | 28/03/2022         | 14/03/2022 - 27/03/2022                                                                                                             | 28/03/2022         | 28/03/2022 | 28/03/2022                                                                                        | 06/04/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 11/04/2022         | 28/03/2022 - 10/04/2022                                                                                                             | 11/04/2022         | 11/04/2022 | 11/04/2022                                                                                        | 20/04/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 13/02/2022                                                                             | 27/02/2022                                                                                     | 28/02/2022                                                                                                                               | 13/03/2022                                                                               | 14/03/2022                                                                                          | 11/04/2022 - 08/05/2022 | 25/04/2022         | 11/04/2022 - 24/04/2022                                                                                                             | 25/04/2022         | 25/04/2022 | 25/04/2022                                                                                        | 04/05/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 09/05/2022         | 25/04/2022 - 08/05/2022                                                                                                             | 9/05/2022          | 9/05/2022  | 9/05/2022                                                                                         | 18/05/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
| 13/03/2022                                                                             | 27/03/2022                                                                                     | 28/03/2022                                                                                                                               | 10/04/2022                                                                               | 11/04/2022                                                                                          | 09/05/2022 - 05/06/2022 | 23/05/2022         | 09/05/2022 - 22/05/2022                                                                                                             | 23/05/2022         | 23/05/2022 | 23/05/2022                                                                                        | 01/06/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 06/06/2022         | 23/05/2022 - 05/06/2022                                                                                                             | 6/06/2022          | 6/06/2022  | 6/06/2022                                                                                         | 15/06/2022                                                                                                                              |                                                                                                                                                                                                                                                                                                                                             |

# Managers Information

## Rostering Process Date Matrix



| ROSTER TEMPLATE FY22/23 - PAY CYCLE 1                                                  |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         |                    |                                                                                                                                     |                    |            |                                                                                                   |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                                     |                         | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                            |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                         |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to Roster Preparation Period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to Roster Approval and Publication | ROSTER APPROVAL PERIOD (commences)<br>2 Week period prior to Roster Publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION Roster Due for Display (for most 4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD    |                    | ROSTER MAINTENANCE (Changes to published roster are entered until Roster Sign Off and Authorisation for Initial Payroll Processing) | 2 WEEK PAY PERIODS |            | ROSTER SIGN OFF AND AUTHORISATION (pre Initial Payroll Processing) due by 1000. (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (Unless notified)<br>All known roster changes to pay period must be made prior to 10.00am. | ROSTER CHANGES AND SIGN OFF (Adjustments after Initial Payroll Processing) made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |
| Sunday                                                                                 | Sunday                                                                                         | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                              | Monday - Sunday         | Monday             | Monday - Sunday                                                                                                                     | Monday             | Monday     | Wednesday                                                                                         |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 10/04/2022                                                                             | 24/04/2022                                                                                     | 25/04/2022                                                                                                                               | 08/05/2022                                                                               | 09/05/2022                                                                                          | 6/06/2022 - 03/07/2022  | 20/06/2022         | 6/06/2022 - 19/06/2022                                                                                                              | 20/06/2022         | 20/06/2022 | 29/06/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 04/07/2022         | 20/06/2022 - 03/07/2022                                                                                                             | 4/07/2022          | 4/07/2022  | 13/07/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 08/05/2022                                                                             | 22/05/2022                                                                                     | 23/05/2022                                                                                                                               | 05/06/2022                                                                               | 06/06/2022                                                                                          | 04/07/2022 - 31/07/2022 | 18/07/2022         | 04/07/2022 - 17/07/2022                                                                                                             | 18/07/2022         | 18/07/2022 | 27/07/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 01/08/2022         | 18/07/2022 - 31/07/2022                                                                                                             | 1/08/2022          | 1/08/2022  | 10/08/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 05/06/2022                                                                             | 19/06/2022                                                                                     | 20/06/2022                                                                                                                               | 03/07/2022                                                                               | 04/07/2022                                                                                          | 01/08/2022 - 28/08/2022 | 15/08/2022         | 01/08/2022 - 14/08/2022                                                                                                             | 15/08/2022         | 15/08/2022 | 24/08/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 29/08/2022         | 15/08/2022 - 28/08/2022                                                                                                             | 29/08/2022         | 29/08/2022 | 07/09/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 03/07/2022                                                                             | 17/07/2022                                                                                     | 18/07/2022                                                                                                                               | 31/07/2022                                                                               | 01/08/2022                                                                                          | 29/08/2022 - 25/09/2022 | 12/09/2022         | 29/08/2022 - 11/09/2022                                                                                                             | 12/09/2022         | 12/09/2022 | 21/09/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 26/09/2022         | 12/09/2022 - 25/09/2022                                                                                                             | 26/09/2022         | 26/09/2022 | 05/10/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 31/07/2022                                                                             | 14/08/2022                                                                                     | 15/08/2022                                                                                                                               | 28/08/2022                                                                               | 29/08/2022                                                                                          | 26/09/2022 - 23/10/2022 | 10/10/2022         | 26/09/2022 - 09/10/2022                                                                                                             | 10/10/2022         | 10/10/2022 | 19/10/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 24/10/2022         | 10/10/2022 - 23/10/2022                                                                                                             | 24/10/2022         | 24/10/2022 | 02/11/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 28/08/2022                                                                             | 11/09/2022                                                                                     | 12/09/2022                                                                                                                               | 25/09/2022                                                                               | 26/09/2022                                                                                          | 24/10/2022 - 20/11/2022 | 7/11/2022          | 24/10/2022 - 06/11/2022                                                                                                             | 7/11/2022          | 7/11/2022  | 16/11/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 21/11/2022         | 07/11/2022 - 20/11/2022                                                                                                             | 21/11/2022         | 21/11/2022 | 30/11/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 25/09/2022                                                                             | 9/10/2022                                                                                      | 10/10/2022                                                                                                                               | 23/10/2022                                                                               | 24/10/2022                                                                                          | 21/11/2022 - 18/12/2022 | 5/12/2022          | 21/11/2022 - 04/12/2022                                                                                                             | 5/12/2022          | 5/12/2022  | 14/12/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 19/12/2022         | 05/12/2022 - 18/12/2022                                                                                                             | 19/12/2022         | 19/12/2022 | 28/12/2022                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 23/10/2022                                                                             | 6/11/2022                                                                                      | 7/11/2022                                                                                                                                | 20/11/2022                                                                               | 21/11/2022                                                                                          | 19/12/2022 - 15/01/2023 | 2/01/2023          | 19/12/2022 - 01/01/2023                                                                                                             | 2/01/2023          | 2/01/2023  | 11/01/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 16/01/2023         | 02/01/2023 - 15/01/2023                                                                                                             | 16/01/2023         | 16/01/2023 | 25/01/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 20/11/2022                                                                             | 4/12/2022                                                                                      | 5/12/2022                                                                                                                                | 18/12/2022                                                                               | 19/12/2022                                                                                          | 16/01/2023 - 12/02/2023 | 30/01/2023         | 16/01/2023 - 29/01/2023                                                                                                             | 30/01/2023         | 30/01/2023 | 08/02/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 13/02/2023         | 30/01/2023 - 12/02/2023                                                                                                             | 13/02/2023         | 13/02/2023 | 22/02/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 18/12/2022                                                                             | 1/01/2023                                                                                      | 2/01/2023                                                                                                                                | 15/01/2023                                                                               | 16/01/2023                                                                                          | 13/02/2023 - 12/03/2023 | 27/02/2023         | 13/02/2023 - 26/02/2023                                                                                                             | 27/02/2023         | 27/02/2023 | 08/03/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 13/03/2023         | 27/02/2023 - 12/03/2023                                                                                                             | 13/03/2023         | 13/03/2023 | 22/03/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 15/01/2023                                                                             | 29/01/2023                                                                                     | 30/01/2023                                                                                                                               | 12/02/2023                                                                               | 13/02/2023                                                                                          | 13/03/2023 - 09/04/2023 | 27/03/2023         | 13/03/2023 - 26/03/2023                                                                                                             | 27/03/2023         | 27/03/2023 | 05/04/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 10/04/2023         | 27/03/2023 - 09/04/2023                                                                                                             | 10/04/2023         | 10/04/2023 | 19/04/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 12/02/2023                                                                             | 26/02/2023                                                                                     | 27/02/2023                                                                                                                               | 12/03/2023                                                                               | 13/03/2023                                                                                          | 10/04/2023 - 07/05/2023 | 24/04/2023         | 10/04/2023 - 23/04/2023                                                                                                             | 24/04/2023         | 24/04/2023 | 03/05/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 08/05/2023         | 24/04/2023 - 07/05/2023                                                                                                             | 8/05/2023          | 8/05/2023  | 17/05/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
| 12/03/2023                                                                             | 26/03/2023                                                                                     | 27/03/2023                                                                                                                               | 09/04/2023                                                                               | 10/04/2023                                                                                          | 08/05/2023 - 04/06/2023 | 22/05/2023         | 08/05/2023 - 21/05/2023                                                                                                             | 22/05/2023         | 22/05/2023 | 31/05/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                                     |                         | 05/06/2023         | 22/05/2023 - 04/06/2023                                                                                                             | 5/06/2023          | 5/06/2023  | 14/06/2023                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                         |

# Managers Information

## Rostering Process Date Matrix



| ROSTER TEMPLATE FY19/20 - PAY CYCLE 2                                                  |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       |                    |            |                                                                                                      |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |            |            |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                               |                      | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                              |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                            |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |            |            |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to roster preparation period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to roster approval and publication | ROSTER APPROVAL PERIOD (commences)<br>2 week period prior to roster publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION<br>Roster due for display (4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD |                    | ROSTER MAINTENANCE (changes to published roster are entered until rosters finalised and authorisation for initial payroll processing) | 2 WEEK PAY PERIODS |            | ROSTER FINALISATION AND AUTHORISATION (pre initial payroll processing) due by 1000 (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (unless notified)<br>All known roster changes to pay period must be made prior to 1000. | RETROSPECTIVE ADJUSTMENTS (Adjustments after initial payroll processing until subsequent payroll processing made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |            |            |
| Sunday                                                                                 | Sunday                                                                                         | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                        | Monday               | -                  | Sunday                                                                                                                                | Monday             | Monday     | -                                                                                                    | Sunday                                                                                                                               | Wednesday                                                                                                                                                                                                                                                                                                                                |            |            |
| 28/04/2019                                                                             | 12/05/2019                                                                                     | 13/05/2019                                                                                                                               | 26/05/2019                                                                               | 27/05/2019                                                                                    | 24/06/2019           | -                  | 21/07/2019                                                                                                                            | 8/07/2019          | 24/06/2019 | -                                                                                                    | 07/07/2019                                                                                                                           | 8/07/2019                                                                                                                                                                                                                                                                                                                                | 8/07/2019  | 17/07/2019 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 22/07/2019         | 08/07/2019 | -                                                                                                    | 21/07/2019                                                                                                                           | 22/07/2019                                                                                                                                                                                                                                                                                                                               | 22/07/2019 | 31/07/2019 |
| 26/05/2019                                                                             | 9/06/2019                                                                                      | 10/06/2019                                                                                                                               | 23/06/2019                                                                               | 24/06/2019                                                                                    | 22/07/2019           | -                  | 18/08/2019                                                                                                                            | 5/08/2019          | 22/07/2019 | -                                                                                                    | 04/08/2019                                                                                                                           | 5/08/2019                                                                                                                                                                                                                                                                                                                                | 5/08/2019  | 14/08/2019 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 19/08/2019         | 05/08/2019 | -                                                                                                    | 18/08/2019                                                                                                                           | 19/08/2019                                                                                                                                                                                                                                                                                                                               | 19/08/2019 | 28/08/2019 |
| 23/06/2019                                                                             | 7/07/2019                                                                                      | 8/07/2019                                                                                                                                | 21/07/2019                                                                               | 22/07/2019                                                                                    | 19/08/2019           | -                  | 15/09/2019                                                                                                                            | 2/09/2019          | 19/08/2019 | -                                                                                                    | 01/09/2019                                                                                                                           | 2/09/2019                                                                                                                                                                                                                                                                                                                                | 2/09/2019  | 11/09/2019 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 16/09/2019         | 02/09/2019 | -                                                                                                    | 15/09/2019                                                                                                                           | 16/09/2019                                                                                                                                                                                                                                                                                                                               | 16/09/2019 | 25/09/2019 |
| 21/07/2019                                                                             | 4/08/2019                                                                                      | 5/08/2019                                                                                                                                | 18/08/2019                                                                               | 19/08/2019                                                                                    | 16/09/2019           | -                  | 13/10/2019                                                                                                                            | 30/09/2019         | 16/09/2019 | -                                                                                                    | 29/09/2019                                                                                                                           | 30/09/2019                                                                                                                                                                                                                                                                                                                               | 30/09/2019 | 09/10/2019 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 14/10/2019         | 30/09/2019 | -                                                                                                    | 13/10/2019                                                                                                                           | 14/10/2019                                                                                                                                                                                                                                                                                                                               | 14/10/2019 | 23/10/2019 |
| 18/08/2019                                                                             | 1/09/2019                                                                                      | 2/09/2019                                                                                                                                | 15/09/2019                                                                               | 16/09/2019                                                                                    | 14/10/2019           | -                  | 10/11/2019                                                                                                                            | 28/10/2019         | 14/10/2019 | -                                                                                                    | 27/10/2019                                                                                                                           | 28/10/2019                                                                                                                                                                                                                                                                                                                               | 28/10/2019 | 06/11/2019 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 11/11/2019         | 28/10/2019 | -                                                                                                    | 10/11/2019                                                                                                                           | 11/11/2019                                                                                                                                                                                                                                                                                                                               | 11/11/2019 | 20/11/2019 |
| 15/09/2019                                                                             | 29/09/2019                                                                                     | 30/09/2019                                                                                                                               | 13/10/2019                                                                               | 14/10/2019                                                                                    | 11/11/2019           | -                  | 08/12/2019                                                                                                                            | 25/11/2019         | 11/11/2019 | -                                                                                                    | 24/11/2019                                                                                                                           | 25/11/2019                                                                                                                                                                                                                                                                                                                               | 25/11/2019 | 04/12/2019 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 09/12/2019         | 25/11/2019 | -                                                                                                    | 08/12/2019                                                                                                                           | 9/12/2019                                                                                                                                                                                                                                                                                                                                | 9/12/2019  | 18/12/2019 |
| 13/10/2019                                                                             | 27/10/2019                                                                                     | 28/10/2019                                                                                                                               | 10/11/2019                                                                               | 11/11/2019                                                                                    | 09/12/2019           | -                  | 05/01/2020                                                                                                                            | 23/12/2019         | 09/12/2019 | -                                                                                                    | 22/12/2019                                                                                                                           | 23/12/2019                                                                                                                                                                                                                                                                                                                               | 23/12/2019 | 01/01/2020 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 06/01/2020         | 23/12/2019 | -                                                                                                    | 05/01/2020                                                                                                                           | 6/01/2020                                                                                                                                                                                                                                                                                                                                | 6/01/2020  | 15/01/2020 |
| 10/11/2019                                                                             | 24/11/2019                                                                                     | 25/11/2019                                                                                                                               | 08/12/2019                                                                               | 09/12/2019                                                                                    | 06/01/2020           | -                  | 02/02/2020                                                                                                                            | 20/01/2020         | 06/01/2020 | -                                                                                                    | 19/01/2020                                                                                                                           | 20/01/2020                                                                                                                                                                                                                                                                                                                               | 20/01/2020 | 29/01/2020 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 03/02/2020         | 20/01/2020 | -                                                                                                    | 02/02/2020                                                                                                                           | 3/02/2020                                                                                                                                                                                                                                                                                                                                | 3/02/2020  | 12/02/2020 |
| 08/12/2019                                                                             | 22/12/2019                                                                                     | 23/12/2019                                                                                                                               | 05/01/2020                                                                               | 06/01/2020                                                                                    | 03/02/2020           | -                  | 01/03/2020                                                                                                                            | 17/02/2020         | 03/02/2020 | -                                                                                                    | 16/02/2020                                                                                                                           | 17/02/2020                                                                                                                                                                                                                                                                                                                               | 17/02/2020 | 26/02/2020 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 02/03/2020         | 17/02/2020 | -                                                                                                    | 01/03/2020                                                                                                                           | 2/03/2020                                                                                                                                                                                                                                                                                                                                | 2/03/2020  | 11/03/2020 |
| 05/01/2020                                                                             | 19/01/2020                                                                                     | 20/01/2020                                                                                                                               | 02/02/2020                                                                               | 03/02/2020                                                                                    | 02/03/2020           | -                  | 29/03/2020                                                                                                                            | 16/03/2020         | 02/03/2020 | -                                                                                                    | 15/03/2020                                                                                                                           | 16/03/2020                                                                                                                                                                                                                                                                                                                               | 16/03/2020 | 25/03/2020 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 30/03/2020         | 16/03/2020 | -                                                                                                    | 29/03/2020                                                                                                                           | 30/03/2020                                                                                                                                                                                                                                                                                                                               | 30/03/2020 | 08/04/2020 |
| 02/02/2020                                                                             | 16/02/2020                                                                                     | 17/02/2020                                                                                                                               | 01/03/2020                                                                               | 02/03/2020                                                                                    | 30/03/2020           | -                  | 26/04/2020                                                                                                                            | 13/04/2020         | 30/03/2020 | -                                                                                                    | 12/04/2020                                                                                                                           | 13/04/2020                                                                                                                                                                                                                                                                                                                               | 13/04/2020 | 22/04/2020 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 27/04/2020         | 13/04/2020 | -                                                                                                    | 26/04/2020                                                                                                                           | 27/04/2020                                                                                                                                                                                                                                                                                                                               | 27/04/2020 | 06/05/2020 |
| 01/03/2020                                                                             | 15/03/2020                                                                                     | 16/03/2020                                                                                                                               | 29/03/2020                                                                               | 30/03/2020                                                                                    | 27/04/2020           | -                  | 24/05/2020                                                                                                                            | 11/05/2020         | 27/04/2020 | -                                                                                                    | 10/05/2020                                                                                                                           | 11/05/2020                                                                                                                                                                                                                                                                                                                               | 11/05/2020 | 20/05/2020 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 25/05/2020         | 11/05/2020 | -                                                                                                    | 24/05/2020                                                                                                                           | 25/05/2020                                                                                                                                                                                                                                                                                                                               | 25/05/2020 | 03/06/2020 |
| 29/03/2020                                                                             | 12/04/2020                                                                                     | 13/04/2020                                                                                                                               | 26/04/2020                                                                               | 27/04/2020                                                                                    | 25/05/2020           | -                  | 21/06/2020                                                                                                                            | 8/06/2020          | 25/05/2020 | -                                                                                                    | 07/06/2020                                                                                                                           | 8/06/2020                                                                                                                                                                                                                                                                                                                                | 8/06/2020  | 17/06/2020 |
|                                                                                        |                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 22/06/2020         | 08/06/2020 | -                                                                                                    | 21/06/2020                                                                                                                           | 22/06/2020                                                                                                                                                                                                                                                                                                                               | 22/06/2020 | 01/07/2020 |

# Managers Information

## Rostering Process Date Matrix



| ROSTER TEMPLATE FY20/21 - PAY CYCLE 2                                                  |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         |                    |                                                                                                                                       |                    |            |                                                                                                      |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                       | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                               |                         | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                              |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                            |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to roster preparation period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to roster approval and publication roster | ROSTER APPROVAL PERIOD (commences)<br>2 week period prior to roster publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION<br>Roster due for display (4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD    |                    | ROSTER MAINTENANCE (changes to published roster are entered until rosters finalised and authorisation for initial payroll processing) | 2 WEEK PAY PERIODS |            | ROSTER FINALISATION AND AUTHORISATION (pre initial payroll processing) due by 1000 (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (unless notified)<br>All known roster changes to pay period must be made prior to 1000. | RETROSPECTIVE ADJUSTMENTS (Adjustments after initial payroll processing until subsequent payroll processing made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |
| Sunday                                                                                 | Sunday                                                                                                | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                        | Monday - Sunday         | Monday             | Monday - Sunday                                                                                                                       | Monday             | Monday     | Monday                                                                                               | Wednesday                                                                                                                            |                                                                                                                                                                                                                                                                                                                                          |
| 26/04/2020                                                                             | 10/05/2020                                                                                            | 11/05/2020                                                                                                                               | 24/05/2020                                                                               | 25/05/2020                                                                                    | 22/06/2020 - 19/07/2020 | 6/07/2020          | 22/06/2020 - 05/07/2020                                                                                                               | 6/07/2020          | 6/07/2020  | 6/07/2020                                                                                            | 15/07/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 20/07/2020         | 06/07/2020 - 19/07/2020                                                                                                               | 20/07/2020         | 20/07/2020 | 20/07/2020                                                                                           | 29/07/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 24/05/2020                                                                             | 7/06/2020                                                                                             | 8/06/2020                                                                                                                                | 21/06/2020                                                                               | 22/06/2020                                                                                    | 20/07/2020 - 16/08/2020 | 3/08/2020          | 20/07/2020 - 02/08/2020                                                                                                               | 3/08/2020          | 3/08/2020  | 3/08/2020                                                                                            | 12/08/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 17/08/2020         | 03/08/2020 - 16/08/2020                                                                                                               | 17/08/2020         | 17/08/2020 | 17/08/2020                                                                                           | 26/08/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 21/06/2020                                                                             | 5/07/2020                                                                                             | 6/07/2020                                                                                                                                | 19/07/2020                                                                               | 20/07/2020                                                                                    | 17/08/2020 - 13/09/2020 | 31/08/2020         | 17/08/2020 - 30/08/2020                                                                                                               | 31/08/2020         | 31/08/2020 | 31/08/2020                                                                                           | 09/09/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 14/09/2020         | 31/08/2020 - 13/09/2020                                                                                                               | 14/09/2020         | 14/09/2020 | 14/09/2020                                                                                           | 23/09/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 19/07/2020                                                                             | 2/08/2020                                                                                             | 3/08/2020                                                                                                                                | 16/08/2020                                                                               | 17/08/2020                                                                                    | 14/09/2020 - 11/10/2020 | 28/09/2020         | 14/09/2020 - 27/09/2020                                                                                                               | 28/09/2020         | 28/09/2020 | 28/09/2020                                                                                           | 07/10/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 12/10/2020         | 28/09/2020 - 11/10/2020                                                                                                               | 12/10/2020         | 12/10/2020 | 12/10/2020                                                                                           | 21/10/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 16/08/2020                                                                             | 30/08/2020                                                                                            | 31/08/2020                                                                                                                               | 13/09/2020                                                                               | 14/09/2020                                                                                    | 12/10/2020 - 08/11/2020 | 26/10/2020         | 12/10/2020 - 25/10/2020                                                                                                               | 26/10/2020         | 26/10/2020 | 26/10/2020                                                                                           | 04/11/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 09/11/2020         | 26/10/2020 - 08/11/2020                                                                                                               | 9/11/2020          | 9/11/2020  | 9/11/2020                                                                                            | 18/11/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 13/09/2020                                                                             | 27/09/2020                                                                                            | 28/09/2020                                                                                                                               | 11/10/2020                                                                               | 12/10/2020                                                                                    | 09/11/2020 - 06/12/2020 | 23/11/2020         | 09/11/2020 - 22/11/2020                                                                                                               | 23/11/2020         | 23/11/2020 | 23/11/2020                                                                                           | 02/12/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 07/12/2020         | 23/11/2020 - 06/12/2020                                                                                                               | 7/12/2020          | 7/12/2020  | 7/12/2020                                                                                            | 16/12/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 11/10/2020                                                                             | 25/10/2020                                                                                            | 26/10/2020                                                                                                                               | 08/11/2020                                                                               | 09/11/2020                                                                                    | 07/12/2020 - 03/01/2021 | 21/12/2020         | 07/12/2020 - 20/12/2020                                                                                                               | 21/12/2020         | 21/12/2020 | 21/12/2020                                                                                           | 30/12/2020                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 04/01/2021         | 21/12/2020 - 03/01/2021                                                                                                               | 4/01/2021          | 4/01/2021  | 4/01/2021                                                                                            | 13/01/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 08/11/2020                                                                             | 22/11/2020                                                                                            | 23/11/2020                                                                                                                               | 06/12/2020                                                                               | 07/12/2020                                                                                    | 04/01/2021 - 31/01/2021 | 18/01/2021         | 04/01/2021 - 17/01/2021                                                                                                               | 18/01/2021         | 18/01/2021 | 18/01/2021                                                                                           | 27/01/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 01/02/2021         | 18/01/2021 - 31/01/2021                                                                                                               | 1/02/2021          | 1/02/2021  | 1/02/2021                                                                                            | 10/02/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 06/12/2020                                                                             | 20/12/2020                                                                                            | 21/12/2020                                                                                                                               | 03/01/2021                                                                               | 04/01/2021                                                                                    | 01/02/2021 - 28/02/2021 | 15/02/2021         | 01/02/2021 - 14/02/2021                                                                                                               | 15/02/2021         | 15/02/2021 | 15/02/2021                                                                                           | 24/02/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 01/03/2021         | 15/02/2021 - 28/02/2021                                                                                                               | 1/03/2021          | 1/03/2021  | 1/03/2021                                                                                            | 10/03/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 03/01/2021                                                                             | 17/01/2021                                                                                            | 18/01/2021                                                                                                                               | 31/01/2021                                                                               | 01/02/2021                                                                                    | 01/03/2021 - 28/03/2021 | 15/03/2021         | 01/03/2021 - 14/03/2021                                                                                                               | 15/03/2021         | 15/03/2021 | 15/03/2021                                                                                           | 24/03/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 29/03/2021         | 15/03/2021 - 28/03/2021                                                                                                               | 29/03/2021         | 29/03/2021 | 29/03/2021                                                                                           | 07/04/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 31/01/2021                                                                             | 14/02/2021                                                                                            | 15/02/2021                                                                                                                               | 28/02/2021                                                                               | 01/03/2021                                                                                    | 29/03/2021 - 25/04/2021 | 12/04/2021         | 29/03/2021 - 11/04/2021                                                                                                               | 12/04/2021         | 12/04/2021 | 12/04/2021                                                                                           | 21/04/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 26/04/2021         | 12/04/2021 - 25/04/2021                                                                                                               | 26/04/2021         | 26/04/2021 | 26/04/2021                                                                                           | 05/05/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 28/02/2021                                                                             | 14/03/2021                                                                                            | 15/03/2021                                                                                                                               | 28/03/2021                                                                               | 29/03/2021                                                                                    | 26/04/2021 - 23/05/2021 | 10/05/2021         | 26/04/2021 - 09/05/2021                                                                                                               | 10/05/2021         | 10/05/2021 | 10/05/2021                                                                                           | 19/05/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 24/05/2021         | 10/05/2021 - 23/05/2021                                                                                                               | 24/05/2021         | 24/05/2021 | 24/05/2021                                                                                           | 02/06/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
| 28/03/2021                                                                             | 11/04/2021                                                                                            | 12/04/2021                                                                                                                               | 25/04/2021                                                                               | 26/04/2021                                                                                    | 24/05/2021 - 20/06/2021 | 7/06/2021          | 24/05/2021 - 06/06/2021                                                                                                               | 7/06/2021          | 7/06/2021  | 7/06/2021                                                                                            | 16/06/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                         | 21/06/2021         | 07/06/2021 - 20/06/2021                                                                                                               | 21/06/2021         | 21/06/2021 | 21/06/2021                                                                                           | 30/06/2021                                                                                                                           |                                                                                                                                                                                                                                                                                                                                          |

# Managers Information

## Rostering Process Date Matrix



| ROSTER TEMPLATE FY21/22 - PAY CYCLE 2                                                  |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       |                    |            |                                                                                                      |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |            |            |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                       | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                               |                      | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                              |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                            |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |            |            |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to roster preparation period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to roster approval and publication roster | ROSTER APPROVAL PERIOD (commences)<br>2 week period prior to roster publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION<br>Roster due for display (4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD |                    | ROSTER MAINTENANCE (changes to published roster are entered until rosters finalised and authorisation for initial payroll processing) | 2 WEEK PAY PERIODS |            | ROSTER FINALISATION AND AUTHORISATION (pre initial payroll processing) due by 1000 (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (unless notified)<br>All known roster changes to pay period must be made prior to 1000. | RETROSPECTIVE ADJUSTMENTS (Adjustments after initial payroll processing until subsequent payroll processing made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |            |            |
| Sunday                                                                                 | Sunday                                                                                                | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                        | Monday               | -                  | Sunday                                                                                                                                | Monday             | Monday     | -                                                                                                    | Sunday                                                                                                                               | Wednesday                                                                                                                                                                                                                                                                                                                                |            |            |
| 25/04/2021                                                                             | 9/05/2021                                                                                             | 10/05/2021                                                                                                                               | 23/05/2021                                                                               | 24/05/2021                                                                                    | 21/06/2021           | -                  | 18/07/2021                                                                                                                            | 5/07/2021          | 21/06/2021 | -                                                                                                    | 04/07/2021                                                                                                                           | 5/07/2021                                                                                                                                                                                                                                                                                                                                | 5/07/2021  | 14/07/2021 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 19/07/2021         | 05/07/2021 | -                                                                                                    | 18/07/2021                                                                                                                           | 19/07/2021                                                                                                                                                                                                                                                                                                                               | 19/07/2021 | 28/07/2021 |
| 23/05/2021                                                                             | 6/06/2021                                                                                             | 7/06/2021                                                                                                                                | 20/06/2021                                                                               | 21/06/2021                                                                                    | 19/07/2021           | -                  | 15/08/2021                                                                                                                            | 2/08/2021          | 19/07/2021 | -                                                                                                    | 01/08/2021                                                                                                                           | 2/08/2021                                                                                                                                                                                                                                                                                                                                | 2/08/2021  | 11/08/2021 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 16/08/2021         | 02/08/2021 | -                                                                                                    | 15/08/2021                                                                                                                           | 16/08/2021                                                                                                                                                                                                                                                                                                                               | 16/08/2021 | 25/08/2021 |
| 20/06/2021                                                                             | 4/07/2021                                                                                             | 5/07/2021                                                                                                                                | 18/07/2021                                                                               | 19/07/2021                                                                                    | 16/08/2021           | -                  | 12/09/2021                                                                                                                            | 30/08/2021         | 16/08/2021 | -                                                                                                    | 29/08/2021                                                                                                                           | 30/08/2021                                                                                                                                                                                                                                                                                                                               | 30/08/2021 | 08/09/2021 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 13/09/2021         | 30/08/2021 | -                                                                                                    | 12/09/2021                                                                                                                           | 13/09/2021                                                                                                                                                                                                                                                                                                                               | 13/09/2021 | 22/09/2021 |
| 18/07/2021                                                                             | 1/08/2021                                                                                             | 2/08/2021                                                                                                                                | 15/08/2021                                                                               | 16/08/2021                                                                                    | 13/09/2021           | -                  | 10/10/2021                                                                                                                            | 27/09/2021         | 13/09/2021 | -                                                                                                    | 26/09/2021                                                                                                                           | 27/09/2021                                                                                                                                                                                                                                                                                                                               | 27/09/2021 | 06/10/2021 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 11/10/2021         | 27/09/2021 | -                                                                                                    | 10/10/2021                                                                                                                           | 11/10/2021                                                                                                                                                                                                                                                                                                                               | 11/10/2021 | 20/10/2021 |
| 15/08/2021                                                                             | 29/08/2021                                                                                            | 30/08/2021                                                                                                                               | 12/09/2021                                                                               | 13/09/2021                                                                                    | 11/10/2021           | -                  | 07/11/2021                                                                                                                            | 25/10/2021         | 11/10/2021 | -                                                                                                    | 24/10/2021                                                                                                                           | 25/10/2021                                                                                                                                                                                                                                                                                                                               | 25/10/2021 | 03/11/2021 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 08/11/2021         | 25/10/2021 | -                                                                                                    | 07/11/2021                                                                                                                           | 8/11/2021                                                                                                                                                                                                                                                                                                                                | 8/11/2021  | 17/11/2021 |
| 12/09/2021                                                                             | 26/09/2021                                                                                            | 27/09/2021                                                                                                                               | 10/10/2021                                                                               | 11/10/2021                                                                                    | 08/11/2021           | -                  | 05/12/2021                                                                                                                            | 22/11/2021         | 08/11/2021 | -                                                                                                    | 21/11/2021                                                                                                                           | 22/11/2021                                                                                                                                                                                                                                                                                                                               | 22/11/2021 | 01/12/2021 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 06/12/2021         | 22/11/2021 | -                                                                                                    | 05/12/2021                                                                                                                           | 6/12/2021                                                                                                                                                                                                                                                                                                                                | 6/12/2021  | 15/12/2021 |
| 10/10/2021                                                                             | 24/10/2021                                                                                            | 25/10/2021                                                                                                                               | 07/11/2021                                                                               | 08/11/2021                                                                                    | 06/12/2021           | -                  | 02/01/2022                                                                                                                            | 20/12/2021         | 06/12/2021 | -                                                                                                    | 19/12/2021                                                                                                                           | 20/12/2021                                                                                                                                                                                                                                                                                                                               | 20/12/2021 | 29/12/2021 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 03/01/2022         | 20/12/2021 | -                                                                                                    | 02/01/2022                                                                                                                           | 3/01/2022                                                                                                                                                                                                                                                                                                                                | 3/01/2022  | 12/01/2022 |
| 07/11/2021                                                                             | 21/11/2021                                                                                            | 22/11/2021                                                                                                                               | 05/12/2021                                                                               | 06/12/2021                                                                                    | 03/01/2022           | -                  | 30/01/2022                                                                                                                            | 17/01/2022         | 03/01/2022 | -                                                                                                    | 16/01/2022                                                                                                                           | 17/01/2022                                                                                                                                                                                                                                                                                                                               | 17/01/2022 | 26/01/2022 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 31/01/2022         | 17/01/2022 | -                                                                                                    | 30/01/2022                                                                                                                           | 31/01/2022                                                                                                                                                                                                                                                                                                                               | 31/01/2022 | 09/02/2022 |
| 05/12/2021                                                                             | 19/12/2021                                                                                            | 20/12/2021                                                                                                                               | 02/01/2022                                                                               | 03/01/2022                                                                                    | 31/01/2022           | -                  | 27/02/2022                                                                                                                            | 14/02/2022         | 31/01/2022 | -                                                                                                    | 13/02/2022                                                                                                                           | 14/02/2022                                                                                                                                                                                                                                                                                                                               | 14/02/2022 | 23/02/2022 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 28/02/2022         | 14/02/2022 | -                                                                                                    | 27/02/2022                                                                                                                           | 28/02/2022                                                                                                                                                                                                                                                                                                                               | 28/02/2022 | 09/03/2022 |
| 02/01/2022                                                                             | 16/01/2022                                                                                            | 17/01/2022                                                                                                                               | 30/01/2022                                                                               | 31/01/2022                                                                                    | 28/02/2022           | -                  | 27/03/2022                                                                                                                            | 14/03/2022         | 28/02/2022 | -                                                                                                    | 13/03/2022                                                                                                                           | 14/03/2022                                                                                                                                                                                                                                                                                                                               | 14/03/2022 | 23/03/2022 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 28/03/2022         | 14/03/2022 | -                                                                                                    | 27/03/2022                                                                                                                           | 28/03/2022                                                                                                                                                                                                                                                                                                                               | 28/03/2022 | 06/04/2022 |
| 30/01/2022                                                                             | 13/02/2022                                                                                            | 14/02/2022                                                                                                                               | 27/02/2022                                                                               | 28/02/2022                                                                                    | 28/03/2022           | -                  | 24/04/2022                                                                                                                            | 11/04/2022         | 28/03/2022 | -                                                                                                    | 10/04/2022                                                                                                                           | 11/04/2022                                                                                                                                                                                                                                                                                                                               | 11/04/2022 | 20/04/2022 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 25/04/2022         | 11/04/2022 | -                                                                                                    | 24/04/2022                                                                                                                           | 25/04/2022                                                                                                                                                                                                                                                                                                                               | 25/04/2022 | 04/05/2022 |
| 27/02/2022                                                                             | 13/03/2022                                                                                            | 14/03/2022                                                                                                                               | 27/03/2022                                                                               | 28/03/2022                                                                                    | 25/04/2022           | -                  | 22/05/2022                                                                                                                            | 9/05/2022          | 25/04/2022 | -                                                                                                    | 08/05/2022                                                                                                                           | 9/05/2022                                                                                                                                                                                                                                                                                                                                | 9/05/2022  | 18/05/2022 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 23/05/2022         | 09/05/2022 | -                                                                                                    | 22/05/2022                                                                                                                           | 23/05/2022                                                                                                                                                                                                                                                                                                                               | 23/05/2022 | 01/06/2022 |
| 27/03/2022                                                                             | 10/04/2022                                                                                            | 11/04/2022                                                                                                                               | 24/04/2022                                                                               | 25/04/2022                                                                                    | 23/05/2022           | -                  | 19/06/2022                                                                                                                            | 6/06/2022          | 23/05/2022 | -                                                                                                    | 05/06/2022                                                                                                                           | 6/06/2022                                                                                                                                                                                                                                                                                                                                | 6/06/2022  | 15/06/2022 |
|                                                                                        |                                                                                                       |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 20/06/2022         | 06/06/2022 | -                                                                                                    | 19/06/2022                                                                                                                           | 20/06/2022                                                                                                                                                                                                                                                                                                                               | 20/06/2022 | 29/06/2022 |

# Managers Information

## Rostering Process Date Matrix



| ROSTER TEMPLATE FY22/23 - PAY CYCLE 2                                                  |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       |                    |            |                                                                                                      |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |            |            |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| ROSTER BUILD                                                                           | ROSTER CREATION                                                                                                                | APPROVED FOR PUBLISHING                                                                                                                  |                                                                                          |                                                                                               |                      | ROSTER MAINTENANCE | FINALISATION FOR PAYROLL                                                                                                              |                    |            | RETROSPECTIVE ADJUSTMENTS                                                                            |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |            |            |
| ROSTER REQUEST PERIOD (finishes)<br>1-2 week period prior to roster preparation period | ROSTER PREPARATION PERIOD (finishes)<br>2 week period prior to roster approval and publication roster approval and publication | ROSTER APPROVAL PERIOD (commences)<br>2 week period prior to roster publication. Draft roster is submitted for authorisation by approver | ROSTER APPROVAL PERIOD (finishes)<br>Draft roster is authorised by approver on or before | ROSTER PUBLICATION<br>Roster due for display (4 weeks prior to commencement of roster period) | 4 WEEK ROSTER PERIOD |                    | ROSTER MAINTENANCE (changes to published roster are entered until rosters finalised and authorisation for initial payroll processing) | 2 WEEK PAY PERIODS |            | ROSTER FINALISATION AND AUTHORISATION (pre initial payroll processing) due by 1000 (Unless notified) | INITIAL PAYROLL PROCESSING performed at 1000 (unless notified)<br>All known roster changes to pay period must be made prior to 1000. | RETROSPECTIVE ADJUSTMENTS (Adjustments after initial payroll processing until subsequent payroll processing made prior to this date performed at 1000 (Unless notified)<br>All roster changes must be made prior to 1000. Any further retrospective adjustments can not be made until 1500 and will be processed in the next pay period. |            |            |
| Sunday                                                                                 | Sunday                                                                                                                         | Monday                                                                                                                                   | Sunday                                                                                   | Monday                                                                                        | Monday               | -                  | Sunday                                                                                                                                | Monday             | Monday     | -                                                                                                    | Sunday                                                                                                                               | Wednesday                                                                                                                                                                                                                                                                                                                                |            |            |
| 24/04/2022                                                                             | 8/05/2022                                                                                                                      | 9/05/2022                                                                                                                                | 22/05/2022                                                                               | 23/05/2022                                                                                    | 20/06/2022           | -                  | 17/07/2022                                                                                                                            | 4/07/2022          | 20/06/2022 | -                                                                                                    | 03/07/2022                                                                                                                           | 4/07/2022                                                                                                                                                                                                                                                                                                                                | 4/07/2022  | 13/07/2022 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 18/07/2022         | 04/07/2022 | -                                                                                                    | 17/07/2022                                                                                                                           | 18/07/2022                                                                                                                                                                                                                                                                                                                               | 18/07/2022 | 27/07/2022 |
| 22/05/2022                                                                             | 5/06/2022                                                                                                                      | 6/06/2022                                                                                                                                | 19/06/2022                                                                               | 20/06/2022                                                                                    | 18/07/2022           | -                  | 14/08/2022                                                                                                                            | 1/08/2022          | 18/07/2022 | -                                                                                                    | 31/07/2022                                                                                                                           | 1/08/2022                                                                                                                                                                                                                                                                                                                                | 1/08/2022  | 10/08/2022 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 15/08/2022         | 01/08/2022 | -                                                                                                    | 14/08/2022                                                                                                                           | 15/08/2022                                                                                                                                                                                                                                                                                                                               | 15/08/2022 | 24/08/2022 |
| 19/06/2022                                                                             | 3/07/2022                                                                                                                      | 4/07/2022                                                                                                                                | 17/07/2022                                                                               | 18/07/2022                                                                                    | 15/08/2022           | -                  | 11/09/2022                                                                                                                            | 29/08/2022         | 15/08/2022 | -                                                                                                    | 28/08/2022                                                                                                                           | 29/08/2022                                                                                                                                                                                                                                                                                                                               | 29/08/2022 | 07/09/2022 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 12/09/2022         | 29/08/2022 | -                                                                                                    | 11/09/2022                                                                                                                           | 12/09/2022                                                                                                                                                                                                                                                                                                                               | 12/09/2022 | 21/09/2022 |
| 17/07/2022                                                                             | 31/07/2022                                                                                                                     | 1/08/2022                                                                                                                                | 14/08/2022                                                                               | 15/08/2022                                                                                    | 12/09/2022           | -                  | 09/10/2022                                                                                                                            | 26/09/2022         | 12/09/2022 | -                                                                                                    | 25/09/2022                                                                                                                           | 26/09/2022                                                                                                                                                                                                                                                                                                                               | 26/09/2022 | 05/10/2022 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 10/10/2022         | 26/09/2022 | -                                                                                                    | 09/10/2022                                                                                                                           | 10/10/2022                                                                                                                                                                                                                                                                                                                               | 10/10/2022 | 19/10/2022 |
| 14/08/2022                                                                             | 28/08/2022                                                                                                                     | 29/08/2022                                                                                                                               | 11/09/2022                                                                               | 12/09/2022                                                                                    | 10/10/2022           | -                  | 06/11/2022                                                                                                                            | 24/10/2022         | 10/10/2022 | -                                                                                                    | 23/10/2022                                                                                                                           | 24/10/2022                                                                                                                                                                                                                                                                                                                               | 24/10/2022 | 02/11/2022 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 07/11/2022         | 24/10/2022 | -                                                                                                    | 06/11/2022                                                                                                                           | 7/11/2022                                                                                                                                                                                                                                                                                                                                | 7/11/2022  | 16/11/2022 |
| 11/09/2022                                                                             | 25/09/2022                                                                                                                     | 26/09/2022                                                                                                                               | 09/10/2022                                                                               | 10/10/2022                                                                                    | 07/11/2022           | -                  | 04/12/2022                                                                                                                            | 21/11/2022         | 07/11/2022 | -                                                                                                    | 20/11/2022                                                                                                                           | 21/11/2022                                                                                                                                                                                                                                                                                                                               | 21/11/2022 | 30/11/2022 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 05/12/2022         | 21/11/2022 | -                                                                                                    | 04/12/2022                                                                                                                           | 5/12/2022                                                                                                                                                                                                                                                                                                                                | 5/12/2022  | 14/12/2022 |
| 09/10/2022                                                                             | 23/10/2022                                                                                                                     | 24/10/2022                                                                                                                               | 06/11/2022                                                                               | 07/11/2022                                                                                    | 05/12/2022           | -                  | 01/01/2023                                                                                                                            | 19/12/2022         | 05/12/2022 | -                                                                                                    | 18/12/2022                                                                                                                           | 19/12/2022                                                                                                                                                                                                                                                                                                                               | 19/12/2022 | 28/12/2022 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 02/01/2023         | 19/12/2022 | -                                                                                                    | 01/01/2023                                                                                                                           | 2/01/2023                                                                                                                                                                                                                                                                                                                                | 2/01/2023  | 11/01/2023 |
| 06/11/2022                                                                             | 20/11/2022                                                                                                                     | 21/11/2022                                                                                                                               | 04/12/2022                                                                               | 05/12/2022                                                                                    | 02/01/2023           | -                  | 29/01/2023                                                                                                                            | 16/01/2023         | 02/01/2023 | -                                                                                                    | 15/01/2023                                                                                                                           | 16/01/2023                                                                                                                                                                                                                                                                                                                               | 16/01/2023 | 25/01/2023 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 30/01/2023         | 16/01/2023 | -                                                                                                    | 29/01/2023                                                                                                                           | 30/01/2023                                                                                                                                                                                                                                                                                                                               | 30/01/2023 | 08/02/2023 |
| 04/12/2022                                                                             | 18/12/2022                                                                                                                     | 19/12/2022                                                                                                                               | 01/01/2023                                                                               | 02/01/2023                                                                                    | 30/01/2023           | -                  | 26/02/2023                                                                                                                            | 13/02/2023         | 30/01/2023 | -                                                                                                    | 12/02/2023                                                                                                                           | 13/02/2023                                                                                                                                                                                                                                                                                                                               | 13/02/2023 | 22/02/2023 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 27/02/2023         | 13/02/2023 | -                                                                                                    | 26/02/2023                                                                                                                           | 27/02/2023                                                                                                                                                                                                                                                                                                                               | 27/02/2023 | 08/03/2023 |
| 01/01/2023                                                                             | 15/01/2023                                                                                                                     | 16/01/2023                                                                                                                               | 29/01/2023                                                                               | 30/01/2023                                                                                    | 27/02/2023           | -                  | 26/03/2023                                                                                                                            | 13/03/2023         | 27/02/2023 | -                                                                                                    | 12/03/2023                                                                                                                           | 13/03/2023                                                                                                                                                                                                                                                                                                                               | 13/03/2023 | 22/03/2023 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 27/03/2023         | 13/03/2023 | -                                                                                                    | 26/03/2023                                                                                                                           | 27/03/2023                                                                                                                                                                                                                                                                                                                               | 27/03/2023 | 05/04/2023 |
| 29/01/2023                                                                             | 12/02/2023                                                                                                                     | 13/02/2023                                                                                                                               | 26/02/2023                                                                               | 27/02/2023                                                                                    | 27/03/2023           | -                  | 23/04/2023                                                                                                                            | 10/04/2023         | 27/03/2023 | -                                                                                                    | 09/04/2023                                                                                                                           | 10/04/2023                                                                                                                                                                                                                                                                                                                               | 10/04/2023 | 19/04/2023 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 24/04/2023         | 10/04/2023 | -                                                                                                    | 23/04/2023                                                                                                                           | 24/04/2023                                                                                                                                                                                                                                                                                                                               | 24/04/2023 | 03/05/2023 |
| 26/02/2023                                                                             | 12/03/2023                                                                                                                     | 13/03/2023                                                                                                                               | 26/03/2023                                                                               | 27/03/2023                                                                                    | 24/04/2023           | -                  | 21/05/2023                                                                                                                            | 8/05/2023          | 24/04/2023 | -                                                                                                    | 07/05/2023                                                                                                                           | 8/05/2023                                                                                                                                                                                                                                                                                                                                | 8/05/2023  | 17/05/2023 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 22/05/2023         | 08/05/2023 | -                                                                                                    | 21/05/2023                                                                                                                           | 22/05/2023                                                                                                                                                                                                                                                                                                                               | 22/05/2023 | 31/05/2023 |
| 26/03/2023                                                                             | 9/04/2023                                                                                                                      | 10/04/2023                                                                                                                               | 23/04/2023                                                                               | 24/04/2023                                                                                    | 22/05/2023           | -                  | 18/06/2023                                                                                                                            | 5/06/2023          | 22/05/2023 | -                                                                                                    | 04/06/2023                                                                                                                           | 5/06/2023                                                                                                                                                                                                                                                                                                                                | 5/06/2023  | 14/06/2023 |
|                                                                                        |                                                                                                                                |                                                                                                                                          |                                                                                          |                                                                                               |                      |                    |                                                                                                                                       | 19/06/2023         | 05/06/2023 | -                                                                                                    | 18/06/2023                                                                                                                           | 19/06/2023                                                                                                                                                                                                                                                                                                                               | 19/06/2023 | 28/06/2023 |