

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) 1-2 week period prior to Roster Preparation Period	ROSTER PREPARATION PERIOD (finishes) 2 week period prior to Roster Approval and Publication	ROSTER APPROVAL PERIOD (commences) 2 Week period prior to Roster Publication. Draft roster is submitted for authorisation by approver	ROSTER APPROVAL PERIOD (finishes) Draft roster is authorised by approver on or before	ROSTER PUBLICATION Roster Due for Display (for most 2 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) 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) 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		
09/05/2021	23/05/2021	24/05/2021	06/06/2021	07/06/2021	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		
06/06/2021	20/06/2021	21/06/2021	04/07/2021	05/07/2021	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		
04/07/2021	18/07/2021	19/07/2021	01/08/2021	02/08/2021	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		
01/08/2021	15/08/2021	16/08/2021	29/08/2021	30/08/2021	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		
29/08/2021	12/09/2021	13/09/2021	26/09/2021	27/09/2021	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		
26/09/2021	10/10/2021	11/10/2021	24/10/2021	25/10/2021	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		
24/10/2021	7/11/2021	8/11/2021	21/11/2021	22/11/2021	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		
21/11/2021	5/12/2021	6/12/2021	19/12/2021	20/12/2021	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		
19/12/2021	2/01/2022	3/01/2022	16/01/2022	17/01/2022	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		
16/01/2022	30/01/2022	31/01/2022	13/02/2022	14/02/2022	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		
13/02/2022	27/02/2022	28/02/2022	13/03/2022	14/03/2022	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		
13/03/2022	27/03/2022	28/03/2022	10/04/2022	11/04/2022	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		
10/04/2022	24/04/2022	25/04/2022	08/05/2022	09/05/2022	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		
08/05/2022	22/05/2022	23/05/2022	05/06/2022	06/06/2022	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		

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ROSTER TEMPLATE FY22/23 - PAY CYCLE 1												
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ROSTER REQUEST PERIOD (finishes) 1-2 week period prior to Roster Preparation Period	ROSTER PREPARATION PERIOD (finishes) 2 week period prior to Roster Approval and Publication	ROSTER APPROVAL PERIOD (commences) 2 Week period prior to Roster Publication. Draft roster is submitted for authorisation by approver	ROSTER APPROVAL PERIOD (finishes) Draft roster is authorised by approver on or before	ROSTER PUBLICATION Roster Due for Display (for most 2 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) 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) 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		
05/06/2022	19/06/2022	20/06/2022	03/07/2022	04/07/2022	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		
03/07/2022	17/07/2022	18/07/2022	31/07/2022	01/08/2022	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		
31/07/2022	14/08/2022	15/08/2022	28/08/2022	29/08/2022	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		
28/08/2022	11/09/2022	12/09/2022	25/09/2022	26/09/2022	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		
25/09/2022	9/10/2022	10/10/2022	23/10/2022	24/10/2022	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		
23/10/2022	6/11/2022	7/11/2022	20/11/2022	21/11/2022	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		
20/11/2022	4/12/2022	5/12/2022	18/12/2022	19/12/2022	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		
18/12/2022	1/01/2023	2/01/2023	15/01/2023	16/01/2023	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		
15/01/2023	29/01/2023	30/01/2023	12/02/2023	13/02/2023	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		
12/02/2023	26/02/2023	27/02/2023	12/03/2023	13/03/2023	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		
12/03/2023	26/03/2023	27/03/2023	09/04/2023	10/04/2023	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		
09/04/2023	23/04/2023	24/04/2023	07/05/2023	08/05/2023	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		
07/05/2023	21/05/2023	22/05/2023	04/06/2023	05/06/2023	19/06/2023 - 16/07/2023	3/07/2023	19/06/2023 - 02/07/2023	3/07/2023	3/07/2023	12/07/2023		
						17/07/2023	03/07/2023 - 16/07/2023	17/07/2023	17/07/2023	26/07/2023		

Dates highlighted fall on public holidays

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY23/24 - PAY CYCLE 1										
ROSTER BUILD	ROSTER CREATION	APPROVED FOR PUBLISHING				ROSTER MAINTENANCE	FINALISATION FOR PAYROLL			RETROSPECTIVE ADJUSTMENTS
ROSTER REQUEST PERIOD (finishes) 1-2 week period prior to Roster Preparation Period	ROSTER PREPARATION PERIOD (finishes) 2 week period prior to Roster Approval and Publication	ROSTER APPROVAL PERIOD (commences) 2 Week period prior to Roster Publication. Draft roster is submitted for authorisation by approver	ROSTER APPROVAL PERIOD (finishes) Draft roster is authorised by approver on or before	ROSTER PUBLICATION Roster Due for Display (for most 2 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) 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) 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
04/06/2023	18/06/2023	19/06/2023	02/07/2023	03/07/2023	17/07/2023 - 13/08/2023	31/07/2023	17/07/2023 - 30/07/2023	31/07/2023	31/07/2023	09/08/2023
						14/08/2023	31/07/2023 - 13/08/2023	14/08/2023	14/08/2023	23/08/2023
02/07/2023	16/07/2023	17/07/2023	30/07/2023	31/07/2023	14/08/2023 - 10/09/2023	28/08/2023	14/08/2023 - 27/08/2023	28/08/2023	28/08/2023	06/09/2023
						11/09/2023	28/08/2023 - 10/09/2023	11/09/2023	11/09/2023	20/09/2023
30/07/2023	13/08/2023	14/08/2023	27/08/2023	28/08/2023	11/09/2023 - 08/10/2023	25/09/2023	11/09/2023 - 24/09/2023	25/09/2023	25/09/2023	04/10/2023
						09/10/2023	25/09/2023 - 08/10/2023	9/10/2023	9/10/2023	18/10/2023
27/08/2023	10/09/2023	11/09/2023	24/09/2023	25/09/2023	09/10/2023 - 05/11/2023	23/10/2023	09/10/2023 - 22/10/2023	23/10/2023	23/10/2023	01/11/2023
						06/11/2023	23/10/2023 - 05/11/2023	6/11/2023	6/11/2023	15/11/2023
24/09/2023	8/10/2023	9/10/2023	22/10/2023	23/10/2023	06/11/2023 - 03/12/2023	20/11/2023	06/11/2023 - 19/11/2023	20/11/2023	20/11/2023	29/11/2023
						04/12/2023	20/11/2023 - 03/12/2023	4/12/2023	4/12/2023	13/12/2023
22/10/2023	5/11/2023	6/11/2023	19/11/2023	20/11/2023	04/12/2023 - 31/12/2023	18/12/2023	04/12/2023 - 17/12/2023	18/12/2023	18/12/2023	27/12/2023
						01/01/2024	18/12/2023 - 31/12/2023	1/01/2024	1/01/2024	10/01/2024
19/11/2023	3/12/2023	4/12/2023	17/12/2023	18/12/2023	01/01/2024 - 28/01/2024	15/01/2024	01/01/2024 - 14/01/2024	15/01/2024	15/01/2024	24/01/2024
						29/01/2024	15/01/2024 - 28/01/2024	29/01/2024	29/01/2024	07/02/2024
17/12/2023	31/12/2023	1/01/2024	14/01/2024	15/01/2024	29/01/2024 - 25/02/2024	12/02/2024	29/01/2024 - 11/02/2024	12/02/2024	12/02/2024	21/02/2024
						26/02/2024	12/02/2024 - 25/02/2024	26/02/2024	26/02/2024	06/03/2024
14/01/2024	28/01/2024	29/01/2024	11/02/2024	12/02/2024	26/02/2024 - 24/03/2024	11/03/2024	26/02/2024 - 10/03/2024	11/03/2024	11/03/2024	20/03/2024
						25/03/2024	11/03/2024 - 24/03/2024	25/03/2024	25/03/2024	03/04/2024
11/02/2024	25/02/2024	26/02/2024	10/03/2024	11/03/2024	25/03/2024 - 21/04/2024	8/04/2024	25/03/2024 - 07/04/2024	8/04/2024	8/04/2024	17/04/2024
						22/04/2024	08/04/2024 - 21/04/2024	22/04/2024	22/04/2024	01/05/2024
10/03/2024	24/03/2024	25/03/2024	07/04/2024	08/04/2024	22/04/2024 - 19/05/2024	6/05/2024	22/04/2024 - 05/05/2024	6/05/2024	6/05/2024	15/05/2024
						20/05/2024	06/05/2024 - 19/05/2024	20/05/2024	20/05/2024	29/05/2024
07/04/2024	21/04/2024	22/04/2024	05/05/2024	06/05/2024	20/05/2024 - 16/06/2024	3/06/2024	20/05/2024 - 02/06/2024	3/06/2024	3/06/2024	12/06/2024
						17/06/2024	03/06/2024 - 16/06/2024	17/06/2024	17/06/2024	26/06/2024
05/05/2024	19/05/2024	20/05/2024	02/06/2024	03/06/2024	17/06/2024 - 14/07/2024	1/07/2024	17/06/2024 - 30/06/2024	1/07/2024	1/07/2024	10/07/2024
						15/07/2024	01/07/2024 - 14/07/2024	15/07/2024	15/07/2024	24/07/2024

Dates highlighted fall on public holidays

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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) 1-2 week period prior to roster preparation period	ROSTER PREPARATION PERIOD (finishes) 2 week period prior to roster approval and publication	ROSTER APPROVAL PERIOD (commences) 2 week period prior to roster publication. Draft roster is submitted for authorisation by approver	ROSTER APPROVAL PERIOD (finishes) Draft roster is authorised by approver on or before	ROSTER PUBLICATION Roster due for display (2 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) 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) 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.
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02/05/2021	16/05/2021	17/05/2021	30/05/2021	31/05/2021	14/06/2021 - 11/07/2021	28/06/2021	14/06/2021 - 27/06/2021	28/06/2021	28/06/2021		07/07/2021	
						12/07/2021	28/06/2021 - 11/07/2021	12/07/2021	12/07/2021		21/07/2021	
30/05/2021	13/06/2021	14/06/2021	27/06/2021	28/06/2021	12/07/2021 - 08/08/2021	26/07/2021	12/07/2021 - 25/07/2021	26/07/2021	26/07/2021		04/08/2021	
						09/08/2021	26/07/2021 - 08/08/2021	9/08/2021	9/08/2021		18/08/2021	
27/06/2021	11/07/2021	12/07/2021	25/07/2021	26/07/2021	09/08/2021 - 05/09/2021	23/08/2021	09/08/2021 - 22/08/2021	23/08/2021	23/08/2021		01/09/2021	
						06/09/2021	23/08/2021 - 05/09/2021	6/09/2021	6/09/2021		15/09/2021	
25/07/2021	8/08/2021	9/08/2021	22/08/2021	23/08/2021	06/09/2021 - 03/10/2021	20/09/2021	06/09/2021 - 19/09/2021	20/09/2021	20/09/2021		29/09/2021	
						04/10/2021	20/09/2021 - 03/10/2021	4/10/2021	4/10/2021		13/10/2021	
22/08/2021	5/09/2021	6/09/2021	19/09/2021	20/09/2021	04/10/2021 - 31/10/2021	18/10/2021	04/10/2021 - 17/10/2021	18/10/2021	18/10/2021		27/10/2021	
						01/11/2021	18/10/2021 - 31/10/2021	1/11/2021	1/11/2021		10/11/2021	
19/09/2021	3/10/2021	4/10/2021	17/10/2021	18/10/2021	01/11/2021 - 28/11/2021	15/11/2021	01/11/2021 - 14/11/2021	15/11/2021	15/11/2021		24/11/2021	
						29/11/2021	15/11/2021 - 28/11/2021	29/11/2021	29/11/2021		08/12/2021	
17/10/2021	31/10/2021	1/11/2021	14/11/2021	15/11/2021	29/11/2021 - 26/12/2021	13/12/2021	29/11/2021 - 12/12/2021	13/12/2021	13/12/2021		22/12/2021	
						27/12/2021	13/12/2021 - 26/12/2021	27/12/2021	27/12/2021		05/01/2022	
14/11/2021	28/11/2021	29/11/2021	12/12/2021	13/12/2021	27/12/2021 - 23/01/2022	10/01/2022	27/12/2021 - 09/01/2022	10/01/2022	10/01/2022		19/01/2022	
						24/01/2022	10/01/2022 - 23/01/2022	24/01/2022	24/01/2022		02/02/2022	
12/12/2021	26/12/2021	27/12/2021	09/01/2022	10/01/2022	24/01/2022 - 20/02/2022	7/02/2022	24/01/2022 - 06/02/2022	7/02/2022	7/02/2022		16/02/2022	
						21/02/2022	07/02/2022 - 20/02/2022	21/02/2022	21/02/2022		02/03/2022	
09/01/2022	23/01/2022	24/01/2022	06/02/2022	07/02/2022	21/02/2022 - 20/03/2022	7/03/2022	21/02/2022 - 06/03/2022	7/03/2022	7/03/2022		16/03/2022	
						21/03/2022	07/03/2022 - 20/03/2022	21/03/2022	21/03/2022		30/03/2022	
06/02/2022	20/02/2022	21/02/2022	06/03/2022	07/03/2022	21/03/2022 - 17/04/2022	4/04/2022	21/03/2022 - 03/04/2022	4/04/2022	4/04/2022		13/04/2022	
						18/04/2022	04/04/2022 - 17/04/2022	18/04/2022	18/04/2022		27/04/2022	
06/03/2022	20/03/2022	21/03/2022	03/04/2022	04/04/2022	18/04/2022 - 15/05/2022	2/05/2022	18/04/2022 - 01/05/2022	2/05/2022	2/05/2022		11/05/2022	
						16/05/2022	02/05/2022 - 15/05/2022	16/05/2022	16/05/2022		25/05/2022	
03/04/2022	17/04/2022	18/04/2022	01/05/2022	02/05/2022	16/05/2022 - 12/06/2022	30/05/2022	16/05/2022 - 29/05/2022	30/05/2022	30/05/2022		08/06/2022	
						13/06/2022	30/05/2022 - 12/06/2022	13/06/2022	13/06/2022		22/06/2022	
01/05/2022	15/05/2022	16/05/2022	29/05/2022	30/05/2022	13/06/2022 - 10/07/2022	27/06/2022	13/06/2022 - 26/06/2022	27/06/2022	27/06/2022		06/07/2022	
						11/07/2022	27/06/2022 - 10/07/2022	11/07/2022	11/07/2022		20/07/2022	

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) 1-2 week period prior to roster preparation period	ROSTER PREPARATION PERIOD (finishes) 2 week period prior to roster approval and publication roster approval and publication	ROSTER APPROVAL PERIOD (commences) 2 week period prior to roster publication. Draft roster is submitted for authorisation by approver	ROSTER APPROVAL PERIOD (finishes) Draft roster is authorised by approver on or before	ROSTER PUBLICATION Roster due for display (2 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) 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) 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
29/05/2022	12/06/2022	13/06/2022	26/06/2022	27/06/2022	11/07/2022 - 07/08/2022	25/07/2022	11/07/2022 - 24/07/2022	25/07/2022	25/07/2022	03/08/2022
						08/08/2022	25/07/2022 - 07/08/2022	8/08/2022	8/08/2022	17/08/2022
26/06/2022	10/07/2022	11/07/2022	24/07/2022	25/07/2022	08/08/2022 - 04/09/2022	22/08/2022	08/08/2022 - 21/08/2022	22/08/2022	22/08/2022	31/08/2022
						05/09/2022	22/08/2022 - 04/09/2022	5/09/2022	5/09/2022	14/09/2022
24/07/2022	7/08/2022	8/08/2022	21/08/2022	22/08/2022	05/09/2022 - 02/10/2022	19/09/2022	05/09/2022 - 18/09/2022	19/09/2022	19/09/2022	28/09/2022
						03/10/2022	19/09/2022 - 02/10/2022	3/10/2022	3/10/2022	12/10/2022
21/08/2022	4/09/2022	5/09/2022	18/09/2022	19/09/2022	03/10/2022 - 30/10/2022	17/10/2022	03/10/2022 - 16/10/2022	17/10/2022	17/10/2022	26/10/2022
						31/10/2022	17/10/2022 - 30/10/2022	31/10/2022	31/10/2022	09/11/2022
18/09/2022	2/10/2022	3/10/2022	16/10/2022	17/10/2022	31/10/2022 - 27/11/2022	14/11/2022	31/10/2022 - 13/11/2022	14/11/2022	14/11/2022	23/11/2022
						28/11/2022	14/11/2022 - 27/11/2022	28/11/2022	28/11/2022	07/12/2022
16/10/2022	30/10/2022	31/10/2022	13/11/2022	14/11/2022	28/11/2022 - 25/12/2022	12/12/2022	28/11/2022 - 11/12/2022	12/12/2022	12/12/2022	21/12/2022
						26/12/2022	12/12/2022 - 25/12/2022	26/12/2022	26/12/2022	04/01/2023
13/11/2022	27/11/2022	28/11/2022	11/12/2022	12/12/2022	26/12/2022 - 22/01/2023	9/01/2023	26/12/2022 - 08/01/2023	9/01/2023	9/01/2023	18/01/2023
						23/01/2023	09/01/2023 - 22/01/2023	23/01/2023	23/01/2023	01/02/2023
11/12/2022	25/12/2022	26/12/2022	08/01/2023	09/01/2023	23/01/2023 - 19/02/2023	6/02/2023	23/01/2023 - 05/02/2023	6/02/2023	6/02/2023	15/02/2023
						20/02/2023	06/02/2023 - 19/02/2023	20/02/2023	20/02/2023	01/03/2023
08/01/2023	22/01/2023	23/01/2023	05/02/2023	06/02/2023	20/02/2023 - 19/03/2023	6/03/2023	20/02/2023 - 05/03/2023	6/03/2023	6/03/2023	15/03/2023
						20/03/2023	06/03/2023 - 19/03/2023	20/03/2023	20/03/2023	29/03/2023
05/02/2023	19/02/2023	20/02/2023	05/03/2023	06/03/2023	20/03/2023 - 16/04/2023	3/04/2023	20/03/2023 - 02/04/2023	3/04/2023	3/04/2023	12/04/2023
						17/04/2023	03/04/2023 - 16/04/2023	17/04/2023	17/04/2023	26/04/2023
05/03/2023	19/03/2023	20/03/2023	02/04/2023	03/04/2023	17/04/2023 - 14/05/2023	1/05/2023	17/04/2023 - 30/04/2023	1/05/2023	1/05/2023	10/05/2023
						15/05/2023	01/05/2023 - 14/05/2023	15/05/2023	15/05/2023	24/05/2023
02/04/2023	16/04/2023	17/04/2023	30/04/2023	01/05/2023	15/05/2023 - 11/06/2023	29/05/2023	15/05/2023 - 28/05/2023	29/05/2023	29/05/2023	07/06/2023
						12/06/2023	29/05/2023 - 11/06/2023	12/06/2023	12/06/2023	21/06/2023
30/04/2023	14/05/2023	15/05/2023	28/05/2023	29/05/2023	12/06/2023 - 09/07/2023	26/06/2023	12/06/2023 - 25/06/2023	26/06/2023	26/06/2023	05/07/2023
						10/07/2023	26/06/2023 - 09/07/2023	10/07/2023	10/07/2023	19/07/2023

Dates highlighted fall on public holidays