

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) 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 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) 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
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) 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 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) 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
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	01/07/2020
						06/07/2020	22/06/2020 - 05/07/2020	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	29/07/2020
						03/08/2020	20/07/2020 - 02/08/2020	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	26/08/2020
						31/08/2020	17/08/2020 - 30/08/2020	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	23/09/2020
						28/09/2020	14/09/2020 - 27/09/2020	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	21/10/2020
						26/10/2020	12/10/2020 - 25/10/2020	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	18/11/2020
						23/11/2020	09/11/2020 - 22/11/2020	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	16/12/2020
						21/12/2020	07/12/2020 - 20/12/2020	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	13/01/2021
						18/01/2021	04/01/2021 - 17/01/2021	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	10/02/2021
						15/02/2021	01/02/2021 - 14/02/2021	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	10/03/2021
						15/03/2021	01/03/2021 - 14/03/2021	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	07/04/2021
						12/04/2021	29/03/2021 - 11/04/2021	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	05/05/2021
						10/05/2021	26/04/2021 - 09/05/2021	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	02/06/2021
						07/06/2021	24/05/2021 - 06/06/2021	7/06/2021	7/06/2021	16/06/2021

Managers Information

Rostering Process Date Matrix

ROSTERING
BEST PRACTICE

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 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) 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
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	30/06/2021
						05/07/2021	21/06/2021 - 04/07/2021	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	28/07/2021
						02/08/2021	19/07/2021 - 01/08/2021	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	25/08/2021
						30/08/2021	16/08/2021 - 29/08/2021	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	22/09/2021
						27/09/2021	13/09/2021 - 26/09/2021	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	20/10/2021
						25/10/2021	11/10/2021 - 24/10/2021	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	17/11/2021
						22/11/2021	08/11/2021 - 21/11/2021	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	15/12/2021
						20/12/2021	06/12/2021 - 19/12/2021	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	12/01/2022
						17/01/2022	03/01/2022 - 16/01/2022	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	09/02/2022
						14/02/2022	31/01/2022 - 13/02/2022	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	09/03/2022
						14/03/2022	28/02/2022 - 13/03/2022	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	06/04/2022
						11/04/2022	28/03/2022 - 10/04/2022	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	04/05/2022
						09/05/2022	25/04/2022 - 08/05/2022	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	01/06/2022
						06/06/2022	23/05/2022 - 05/06/2022	6/06/2022	6/06/2022	15/06/2022

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) 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 (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) 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	Monday	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	8/07/2019	17/07/2019	
						22/07/2019	08/07/2019 - 21/07/2019	22/07/2019	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	5/08/2019	14/08/2019	
						19/08/2019	05/08/2019 - 18/08/2019	19/08/2019	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	2/09/2019	11/09/2019	
						16/09/2019	02/09/2019 - 15/09/2019	16/09/2019	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	30/09/2019	09/10/2019	
						14/10/2019	30/09/2019 - 13/10/2019	14/10/2019	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	28/10/2019	06/11/2019	
						11/11/2019	28/10/2019 - 10/11/2019	11/11/2019	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	25/11/2019	04/12/2019	
						09/12/2019	25/11/2019 - 08/12/2019	9/12/2019	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	23/12/2019	01/01/2020	
						06/01/2020	23/12/2019 - 05/01/2020	6/01/2020	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	20/01/2020	29/01/2020	
						03/02/2020	20/01/2020 - 02/02/2020	3/02/2020	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	17/02/2020	26/02/2020	
						02/03/2020	17/02/2020 - 01/03/2020	2/03/2020	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	16/03/2020	25/03/2020	
						30/03/2020	16/03/2020 - 29/03/2020	30/03/2020	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	13/04/2020	22/04/2020	
						27/04/2020	13/04/2020 - 26/04/2020	27/04/2020	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	11/05/2020	20/05/2020	
						25/05/2020	11/05/2020 - 24/05/2020	25/05/2020	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	8/06/2020	17/06/2020	
						22/06/2020	08/06/2020 - 21/06/2020	22/06/2020	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) 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 (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) 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	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) 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 (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) 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		
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		