

Managers Information

Rostering Process Date Matrix

ROSTER TEMPLATE FY17/18 - 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 1000.	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
14/05/2017	28/05/2017	29/05/2017	11/06/2017	12/06/2017	26/06/2017 - 23/07/2017	10/07/2017	26/06/2017 - 09/07/2017	10/07/2017	10/07/2017	19/07/2017
						24/07/2017	10/07/2017 - 23/07/2017	24/07/2017	24/07/2017	02/08/2017
11/06/2017	25/06/2017	26/06/2017	09/07/2017	10/07/2017	24/07/2017 - 20/08/2017	7/08/2017	24/07/2017 - 06/08/2017	7/08/2017	7/08/2017	16/08/2017
						21/08/2017	07/08/2017 - 20/08/2017	21/08/2017	21/08/2017	30/08/2017
09/07/2017	23/07/2017	24/07/2017	06/08/2017	07/08/2017	21/08/2017 - 17/09/2017	4/09/2017	21/08/2017 - 03/09/2017	4/09/2017	4/09/2017	13/09/2017
						18/09/2017	04/09/2017 - 17/09/2017	18/09/2017	18/09/2017	27/09/2017
06/08/2017	20/08/2017	21/08/2017	03/09/2017	04/09/2017	18/09/2017 - 15/10/2017	2/10/2017	18/09/2017 - 01/10/2017	2/10/2017	2/10/2017	11/10/2017
						16/10/2017	02/10/2017 - 15/10/2017	16/10/2017	16/10/2017	25/10/2017
03/09/2017	17/09/2017	18/09/2017	01/10/2017	02/10/2017	16/10/2017 - 12/11/2017	30/10/2017	16/10/2017 - 29/10/2017	30/10/2017	30/10/2017	08/11/2017
						13/11/2017	30/10/2017 - 12/11/2017	13/11/2017	13/11/2017	22/11/2017
01/10/2017	15/10/2017	16/10/2017	29/10/2017	30/10/2017	13/11/2017 - 10/12/2017	27/11/2017	13/11/2017 - 26/11/2017	27/11/2017	27/11/2017	06/12/2017
						11/12/2017	27/11/2017 - 10/12/2017	11/12/2017	11/12/2017	20/12/2017
29/10/2017	12/11/2017	13/11/2017	26/11/2017	27/11/2017	11/12/2017 - 07/01/2018	25/12/2017	11/12/2017 - 24/12/2017	25/12/2017	25/12/2017	03/01/2018
						08/01/2018	25/12/2017 - 07/01/2018	8/01/2018	8/01/2018	17/01/2018
26/11/2017	10/12/2017	11/12/2017	24/12/2017	25/12/2017	08/01/2018 - 04/02/2018	22/01/2018	08/01/2018 - 21/01/2018	22/01/2018	22/01/2018	31/01/2018
						05/02/2018	22/01/2018 - 04/02/2018	5/02/2018	5/02/2018	14/02/2018
24/12/2017	7/01/2018	8/01/2018	21/01/2018	22/01/2018	05/02/2018 - 04/03/2018	19/02/2018	05/02/2018 - 18/02/2018	19/02/2018	19/02/2018	28/02/2018
						05/03/2018	19/02/2018 - 04/03/2018	5/03/2018	5/03/2018	14/03/2018
21/01/2018	4/02/2018	5/02/2018	18/02/2018	19/02/2018	05/03/2018 - 01/04/2018	19/03/2018	05/03/2018 - 18/03/2018	19/03/2018	19/03/2018	28/03/2018
						02/04/2018	19/03/2018 - 01/04/2018	2/04/2018	2/04/2018	11/04/2018
18/02/2018	4/03/2018	5/03/2018	18/03/2018	19/03/2018	02/04/2018 - 29/04/2018	16/04/2018	02/04/2018 - 15/04/2018	16/04/2018	16/04/2018	25/04/2018
						30/04/2018	16/04/2018 - 29/04/2018	30/04/2018	30/04/2018	09/05/2018
18/03/2018	1/04/2018	2/04/2018	15/04/2018	16/04/2018	30/04/2018 - 27/05/2018	14/05/2018	30/04/2018 - 13/05/2018	14/05/2018	14/05/2018	23/05/2018
						28/05/2018	14/05/2018 - 27/05/2018	28/05/2018	28/05/2018	06/06/2018
15/04/2018	29/04/2018	30/04/2018	13/05/2018	14/05/2018	28/05/2018 - 24/06/2018	11/06/2018	28/05/2018 - 10/06/2018	11/06/2018	11/06/2018	20/06/2018
						25/06/2018	11/06/2018 - 24/06/2018	25/06/2018	25/06/2018	04/07/2018

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY18/19 - 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
13/05/2018	27/05/2018	28/05/2018	10/06/2018	11/06/2018	25/06/2018 - 22/07/2018	9/07/2018	25/06/2018 - 08/07/2018	9/07/2018	9/07/2018	18/07/2018
						23/07/2018	09/07/2018 - 22/07/2018	23/07/2018	23/07/2018	01/08/2018
10/06/2018	24/06/2018	25/06/2018	08/07/2018	09/07/2018	23/07/2018 - 19/08/2018	6/08/2018	23/07/2018 - 05/08/2018	6/08/2018	6/08/2018	15/08/2018
						20/08/2018	06/08/2018 - 19/08/2018	20/08/2018	20/08/2018	29/08/2018
08/07/2018	22/07/2018	23/07/2018	05/08/2018	06/08/2018	20/08/2018 - 16/09/2018	3/09/2018	20/08/2018 - 02/09/2018	3/09/2018	3/09/2018	12/09/2018
						17/09/2018	03/09/2018 - 16/09/2018	17/09/2018	17/09/2018	26/09/2018
05/08/2018	19/08/2018	20/08/2018	02/09/2018	03/09/2018	17/09/2018 - 14/10/2018	1/10/2018	17/09/2018 - 30/09/2018	1/10/2018	1/10/2018	10/10/2018
						15/10/2018	01/10/2018 - 14/10/2018	15/10/2018	15/10/2018	24/10/2018
02/09/2018	16/09/2018	17/09/2018	30/09/2018	01/10/2018	15/10/2018 - 11/11/2018	29/10/2018	15/10/2018 - 28/10/2018	29/10/2018	29/10/2018	07/11/2018
						12/11/2018	29/10/2018 - 11/11/2018	12/11/2018	12/11/2018	21/11/2018
30/09/2018	14/10/2018	15/10/2018	28/10/2018	29/10/2018	12/11/2018 - 09/12/2018	26/11/2018	12/11/2018 - 25/11/2018	26/11/2018	26/11/2018	05/12/2018
						10/12/2018	26/11/2018 - 09/12/2018	10/12/2018	10/12/2018	19/12/2018
28/10/2018	11/11/2018	12/11/2018	25/11/2018	26/11/2018	10/12/2018 - 06/01/2019	24/12/2018	10/12/2018 - 23/12/2018	24/12/2018	24/12/2018	02/01/2019
						07/01/2019	24/12/2018 - 06/01/2019	7/01/2019	7/01/2019	16/01/2019
25/11/2018	9/12/2018	10/12/2018	23/12/2018	24/12/2018	07/01/2019 - 03/02/2019	21/01/2019	07/01/2019 - 20/01/2019	21/01/2019	21/01/2019	30/01/2019
						04/02/2019	21/01/2019 - 03/02/2019	4/02/2019	4/02/2019	13/02/2019
23/12/2018	6/01/2019	7/01/2019	20/01/2019	21/01/2019	04/02/2019 - 03/03/2019	18/02/2019	04/02/2019 - 17/02/2019	18/02/2019	18/02/2019	27/02/2019
						04/03/2019	18/02/2019 - 03/03/2019	4/03/2019	4/03/2019	13/03/2019
20/01/2019	3/02/2019	4/02/2019	17/02/2019	18/02/2019	04/03/2019 - 31/03/2019	18/03/2019	04/03/2019 - 17/03/2019	18/03/2019	18/03/2019	27/03/2019
						01/04/2019	18/03/2019 - 31/03/2019	1/04/2019	1/04/2019	10/04/2019
17/02/2019	3/03/2019	4/03/2019	17/03/2019	18/03/2019	01/04/2019 - 28/04/2019	15/04/2019	01/04/2019 - 14/04/2019	15/04/2019	15/04/2019	24/04/2019
						29/04/2019	15/04/2019 - 28/04/2019	29/04/2019	29/04/2019	08/05/2019
17/03/2019	31/03/2019	1/04/2019	14/04/2019	15/04/2019	29/04/2019 - 26/05/2019	13/05/2019	29/04/2019 - 12/05/2019	13/05/2019	13/05/2019	22/05/2019
						27/05/2019	13/05/2019 - 26/05/2019	27/05/2019	27/05/2019	05/06/2019
14/04/2019	28/04/2019	29/04/2019	12/05/2019	13/05/2019	27/05/2019 - 23/06/2019	10/06/2019	27/05/2019 - 09/06/2019	10/06/2019	10/06/2019	19/06/2019
						24/06/2019	10/06/2019 - 23/06/2019	24/06/2019	24/06/2019	03/07/2019

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 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
12/05/2019	26/05/2019	27/05/2019	09/06/2019	10/06/2019	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
09/06/2019	23/06/2019	24/06/2019	07/07/2019	08/07/2019	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
07/07/2019	21/07/2019	22/07/2019	04/08/2019	05/08/2019	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
04/08/2019	18/08/2019	19/08/2019	01/09/2019	02/09/2019	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
01/09/2019	15/09/2019	16/09/2019	29/09/2019	30/09/2019	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
29/09/2019	13/10/2019	14/10/2019	27/10/2019	28/10/2019	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
27/10/2019	10/11/2019	11/11/2019	24/11/2019	25/11/2019	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
24/11/2019	8/12/2019	9/12/2019	22/12/2019	23/12/2019	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
22/12/2019	5/01/2020	6/01/2020	19/01/2020	20/01/2020	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
19/01/2020	2/02/2020	3/02/2020	16/02/2020	17/02/2020	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
16/02/2020	1/03/2020	2/03/2020	15/03/2020	16/03/2020	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
15/03/2020	29/03/2020	30/03/2020	12/04/2020	13/04/2020	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
12/04/2020	26/04/2020	27/04/2020	10/05/2020	11/05/2020	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 FY17/18 - 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 (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 1000.	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
07/05/2017	21/05/2017	22/05/2017	04/06/2017	05/06/2017	19/06/2017 - 16/07/2017	3/07/2017	19/06/2017 - 02/07/2017	3/07/2017	3/07/2017	12/07/2017
						17/07/2017	03/07/2017 - 16/07/2017	17/07/2017	17/07/2017	26/07/2017
04/06/2017	18/06/2017	19/06/2017	02/07/2017	03/07/2017	17/07/2017 - 13/08/2017	31/07/2017	17/07/2017 - 30/07/2017	31/07/2017	31/07/2017	09/08/2017
						14/08/2017	31/07/2017 - 13/08/2017	14/08/2017	14/08/2017	23/08/2017
02/07/2017	16/07/2017	17/07/2017	30/07/2017	31/07/2017	14/08/2017 - 10/09/2017	28/08/2017	14/08/2017 - 27/08/2017	28/08/2017	28/08/2017	06/09/2017
						11/09/2017	28/08/2017 - 10/09/2017	11/09/2017	11/09/2017	20/09/2017
30/07/2017	13/08/2017	14/08/2017	27/08/2017	28/08/2017	11/09/2017 - 08/10/2017	25/09/2017	11/09/2017 - 24/09/2017	25/09/2017	25/09/2017	04/10/2017
						09/10/2017	25/09/2017 - 08/10/2017	9/10/2017	9/10/2017	18/10/2017
27/08/2017	10/09/2017	11/09/2017	24/09/2017	25/09/2017	09/10/2017 - 05/11/2017	23/10/2017	09/10/2017 - 22/10/2017	23/10/2017	23/10/2017	01/11/2017
						06/11/2017	23/10/2017 - 05/11/2017	6/11/2017	6/11/2017	15/11/2017
24/09/2017	8/10/2017	9/10/2017	22/10/2017	23/10/2017	06/11/2017 - 03/12/2017	20/11/2017	06/11/2017 - 19/11/2017	20/11/2017	20/11/2017	29/11/2017
						04/12/2017	20/11/2017 - 03/12/2017	4/12/2017	4/12/2017	13/12/2017
22/10/2017	5/11/2017	6/11/2017	19/11/2017	20/11/2017	04/12/2017 - 31/12/2017	18/12/2017	04/12/2017 - 17/12/2017	18/12/2017	18/12/2017	27/12/2017
						01/01/2018	18/12/2017 - 31/12/2017	1/01/2018	1/01/2018	10/01/2018
19/11/2017	3/12/2017	4/12/2017	17/12/2017	18/12/2017	01/01/2018 - 28/01/2018	15/01/2018	01/01/2018 - 14/01/2018	15/01/2018	15/01/2018	24/01/2018
						29/01/2018	15/01/2018 - 28/01/2018	29/01/2018	29/01/2018	07/02/2018
17/12/2017	31/12/2017	1/01/2018	14/01/2018	15/01/2018	29/01/2018 - 25/02/2018	12/02/2018	29/01/2018 - 11/02/2018	12/02/2018	12/02/2018	21/02/2018
						26/02/2018	12/02/2018 - 25/02/2018	26/02/2018	26/02/2018	07/03/2018
14/01/2018	28/01/2018	29/01/2018	11/02/2018	12/02/2018	26/02/2018 - 25/03/2018	12/03/2018	26/02/2018 - 11/03/2018	12/03/2018	12/03/2018	21/03/2018
						26/03/2018	12/03/2018 - 25/03/2018	26/03/2018	26/03/2018	04/04/2018
11/02/2018	25/02/2018	26/02/2018	11/03/2018	12/03/2018	26/03/2018 - 22/04/2018	9/04/2018	26/03/2018 - 08/04/2018	9/04/2018	9/04/2018	18/04/2018
						23/04/2018	09/04/2018 - 22/04/2018	23/04/2018	23/04/2018	02/05/2018
11/03/2018	25/03/2018	26/03/2018	08/04/2018	09/04/2018	23/04/2018 - 20/05/2018	7/05/2018	23/04/2018 - 06/05/2018	7/05/2018	7/05/2018	16/05/2018
						21/05/2018	07/05/2018 - 20/05/2018	21/05/2018	21/05/2018	30/05/2018
08/04/2018	22/04/2018	23/04/2018	06/05/2018	07/05/2018	21/05/2018 - 17/06/2018	4/06/2018	21/05/2018 - 03/06/2018	4/06/2018	4/06/2018	13/06/2018
						18/06/2018	04/06/2018 - 17/06/2018	18/06/2018	18/06/2018	27/06/2018

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY18/19 - 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 (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
06/05/2018	20/05/2018	21/05/2018	03/06/2018	04/06/2018	18/06/2018 - 15/07/2018	2/07/2018	18/06/2018 - 01/07/2018	2/07/2018	2/07/2018	11/07/2018
						16/07/2018	02/07/2018 - 15/07/2018	16/07/2018	16/07/2018	25/07/2018
03/06/2018	17/06/2018	18/06/2018	01/07/2018	02/07/2018	16/07/2018 - 12/08/2018	30/07/2018	16/07/2018 - 29/07/2018	30/07/2018	30/07/2018	08/08/2018
						13/08/2018	30/07/2018 - 12/08/2018	13/08/2018	13/08/2018	22/08/2018
01/07/2018	15/07/2018	16/07/2018	29/07/2018	30/07/2018	13/08/2018 - 09/09/2018	27/08/2018	13/08/2018 - 26/08/2018	27/08/2018	27/08/2018	05/09/2018
						10/09/2018	27/08/2018 - 09/09/2018	10/09/2018	10/09/2018	19/09/2018
29/07/2018	12/08/2018	13/08/2018	26/08/2018	27/08/2018	10/09/2018 - 07/10/2018	24/09/2018	10/09/2018 - 23/09/2018	24/09/2018	24/09/2018	03/10/2018
						08/10/2018	24/09/2018 - 07/10/2018	8/10/2018	8/10/2018	17/10/2018
26/08/2018	9/09/2018	10/09/2018	23/09/2018	24/09/2018	08/10/2018 - 04/11/2018	22/10/2018	08/10/2018 - 21/10/2018	22/10/2018	22/10/2018	31/10/2018
						05/11/2018	22/10/2018 - 04/11/2018	5/11/2018	5/11/2018	14/11/2018
23/09/2018	7/10/2018	8/10/2018	21/10/2018	22/10/2018	05/11/2018 - 02/12/2018	19/11/2018	05/11/2018 - 18/11/2018	19/11/2018	19/11/2018	28/11/2018
						03/12/2018	19/11/2018 - 02/12/2018	3/12/2018	3/12/2018	12/12/2018
21/10/2018	4/11/2018	5/11/2018	18/11/2018	19/11/2018	03/12/2018 - 30/12/2018	17/12/2018	03/12/2018 - 16/12/2018	17/12/2018	17/12/2018	26/12/2018
						31/12/2018	17/12/2018 - 30/12/2018	31/12/2018	31/12/2018	09/01/2019
18/11/2018	2/12/2018	3/12/2018	16/12/2018	17/12/2018	31/12/2018 - 27/01/2019	14/01/2019	31/12/2018 - 13/01/2019	14/01/2019	14/01/2019	23/01/2019
						28/01/2019	14/01/2019 - 27/01/2019	28/01/2019	28/01/2019	06/02/2019
16/12/2018	30/12/2018	31/12/2018	13/01/2019	14/01/2019	28/01/2019 - 24/02/2019	11/02/2019	28/01/2019 - 10/02/2019	11/02/2019	11/02/2019	20/02/2019
						25/02/2019	11/02/2019 - 24/02/2019	25/02/2019	25/02/2019	06/03/2019
13/01/2019	27/01/2019	28/01/2019	10/02/2019	11/02/2019	25/02/2019 - 24/03/2019	11/03/2019	25/02/2019 - 10/03/2019	11/03/2019	11/03/2019	20/03/2019
						25/03/2019	11/03/2019 - 24/03/2019	25/03/2019	25/03/2019	03/04/2019
10/02/2019	24/02/2019	25/02/2019	10/03/2019	11/03/2019	25/03/2019 - 21/04/2019	8/04/2019	25/03/2019 - 07/04/2019	8/04/2019	8/04/2019	17/04/2019
						22/04/2019	08/04/2019 - 21/04/2019	22/04/2019	22/04/2019	01/05/2019
10/03/2019	24/03/2019	25/03/2019	07/04/2019	08/04/2019	22/04/2019 - 19/05/2019	6/05/2019	22/04/2019 - 05/05/2019	6/05/2019	6/05/2019	15/05/2019
						20/05/2019	06/05/2019 - 19/05/2019	20/05/2019	20/05/2019	29/05/2019
07/04/2019	21/04/2019	22/04/2019	05/05/2019	06/05/2019	20/05/2019 - 16/06/2019	3/06/2019	20/05/2019 - 02/06/2019	3/06/2019	3/06/2019	12/06/2019
						17/06/2019	03/06/2019 - 16/06/2019	17/06/2019	17/06/2019	26/06/2019

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 (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 1000.	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		
05/05/2019	19/05/2019	20/05/2019	02/06/2019	03/06/2019	17/06/2019 - 14/07/2019	1/07/2019	17/06/2019 - 30/06/2019	1/07/2019	1/07/2019	10/07/2019		
						15/07/2019	01/07/2019 - 14/07/2019	15/07/2019	15/07/2019	24/07/2019		
02/06/2019	16/06/2019	17/06/2019	30/06/2019	01/07/2019	15/07/2019 - 11/08/2019	29/07/2019	15/07/2019 - 28/07/2019	29/07/2019	29/07/2019	07/08/2019		
						12/08/2019	29/07/2019 - 11/08/2019	12/08/2019	12/08/2019	21/08/2019		
30/06/2019	14/07/2019	15/07/2019	28/07/2019	29/07/2019	12/08/2019 - 08/09/2019	26/08/2019	12/08/2019 - 25/08/2019	26/08/2019	26/08/2019	04/09/2019		
						09/09/2019	26/08/2019 - 08/09/2019	9/09/2019	9/09/2019	18/09/2019		
28/07/2019	11/08/2019	12/08/2019	25/08/2019	26/08/2019	09/09/2019 - 06/10/2019	23/09/2019	09/09/2019 - 22/09/2019	23/09/2019	23/09/2019	02/10/2019		
						07/10/2019	23/09/2019 - 06/10/2019	7/10/2019	7/10/2019	16/10/2019		
25/08/2019	8/09/2019	9/09/2019	22/09/2019	23/09/2019	07/10/2019 - 03/11/2019	21/10/2019	07/10/2019 - 20/10/2019	21/10/2019	21/10/2019	30/10/2019		
						04/11/2019	21/10/2019 - 03/11/2019	4/11/2019	4/11/2019	13/11/2019		
22/09/2019	6/10/2019	7/10/2019	20/10/2019	21/10/2019	04/11/2019 - 01/12/2019	18/11/2019	04/11/2019 - 17/11/2019	18/11/2019	18/11/2019	27/11/2019		
						02/12/2019	18/11/2019 - 01/12/2019	2/12/2019	2/12/2019	11/12/2019		
20/10/2019	3/11/2019	4/11/2019	17/11/2019	18/11/2019	02/12/2019 - 29/12/2019	16/12/2019	02/12/2019 - 15/12/2019	16/12/2019	16/12/2019	25/12/2019		
						30/12/2019	16/12/2019 - 29/12/2019	30/12/2019	30/12/2019	08/01/2020		
17/11/2019	1/12/2019	2/12/2019	15/12/2019	16/12/2019	30/12/2019 - 26/01/2020	13/01/2020	30/12/2019 - 12/01/2020	13/01/2020	13/01/2020	22/01/2020		
						27/01/2020	13/01/2020 - 26/01/2020	27/01/2020	27/01/2020	05/02/2020		
15/12/2019	29/12/2019	30/12/2019	12/01/2020	13/01/2020	27/01/2020 - 23/02/2020	10/02/2020	27/01/2020 - 09/02/2020	10/02/2020	10/02/2020	19/02/2020		
						24/02/2020	10/02/2020 - 23/02/2020	24/02/2020	24/02/2020	04/03/2020		
12/01/2020	26/01/2020	27/01/2020	09/02/2020	10/02/2020	24/02/2020 - 22/03/2020	9/03/2020	24/02/2020 - 08/03/2020	9/03/2020	9/03/2020	18/03/2020		
						23/03/2020	09/03/2020 - 22/03/2020	23/03/2020	23/03/2020	01/04/2020		
09/02/2020	23/02/2020	24/02/2020	08/03/2020	09/03/2020	23/03/2020 - 19/04/2020	6/04/2020	23/03/2020 - 05/04/2020	6/04/2020	6/04/2020	15/04/2020		
						20/04/2020	06/04/2020 - 19/04/2020	20/04/2020	20/04/2020	29/04/2020		
08/03/2020	22/03/2020	23/03/2020	05/04/2020	06/04/2020	20/04/2020 - 17/05/2020	4/05/2020	20/04/2020 - 03/05/2020	4/05/2020	4/05/2020	13/05/2020		
						18/05/2020	04/05/2020 - 17/05/2020	18/05/2020	18/05/2020	27/05/2020		
05/04/2020	19/04/2020	20/04/2020	03/05/2020	04/05/2020	18/05/2020 - 14/06/2020	1/06/2020	18/05/2020 - 31/05/2020	1/06/2020	1/06/2020	10/06/2020		
						15/06/2020	01/06/2020 - 14/06/2020	15/06/2020	15/06/2020	24/06/2020		