

Managers Information

Rostering Process Date Matrix

ROSTERING
BEST PRACTICE

ROSTER TEMPLATE FY18/19 - PAY CYCLE 1

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 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 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
10/05/2020	24/05/2020	25/05/2020	07/06/2020	08/06/2020	22/06/2020 - 19/07/2020	6/07/2020	22/06/2020 - 05/07/2020	6/07/2020	6/07/2020	15/07/2020
						20/07/2020	06/07/2020 - 19/07/2020	20/07/2020	20/07/2020	29/07/2020
07/06/2020	21/06/2020	22/06/2020	05/07/2020	06/07/2020	20/07/2020 - 16/08/2020	3/08/2020	20/07/2020 - 02/08/2020	3/08/2020	3/08/2020	12/08/2020
						17/08/2020	03/08/2020 - 16/08/2020	17/08/2020	17/08/2020	26/08/2020
05/07/2020	19/07/2020	20/07/2020	02/08/2020	03/08/2020	17/08/2020 - 13/09/2020	31/08/2020	17/08/2020 - 30/08/2020	31/08/2020	31/08/2020	09/09/2020
						14/09/2020	31/08/2020 - 13/09/2020	14/09/2020	14/09/2020	23/09/2020
02/08/2020	16/08/2020	17/08/2020	30/08/2020	31/08/2020	14/09/2020 - 11/10/2020	28/09/2020	14/09/2020 - 27/09/2020	28/09/2020	28/09/2020	07/10/2020
						12/10/2020	28/09/2020 - 11/10/2020	12/10/2020	12/10/2020	21/10/2020
30/08/2020	13/09/2020	14/09/2020	27/09/2020	28/09/2020	12/10/2020 - 08/11/2020	26/10/2020	12/10/2020 - 25/10/2020	26/10/2020	26/10/2020	04/11/2020
						09/11/2020	26/10/2020 - 08/11/2020	9/11/2020	9/11/2020	18/11/2020
27/09/2020	11/10/2020	12/10/2020	25/10/2020	26/10/2020	09/11/2020 - 06/12/2020	23/11/2020	09/11/2020 - 22/11/2020	23/11/2020	23/11/2020	02/12/2020
						07/12/2020	23/11/2020 - 06/12/2020	7/12/2020	7/12/2020	16/12/2020
25/10/2020	8/11/2020	9/11/2020	22/11/2020	23/11/2020	07/12/2020 - 03/01/2021	21/12/2020	07/12/2020 - 20/12/2020	21/12/2020	21/12/2020	30/12/2020
						04/01/2021	21/12/2020 - 03/01/2021	4/01/2021	4/01/2021	13/01/2021
22/11/2020	6/12/2020	7/12/2020	20/12/2020	21/12/2020	04/01/2021 - 31/01/2021	18/01/2021	04/01/2021 - 17/01/2021	18/01/2021	18/01/2021	27/01/2021
						01/02/2021	18/01/2021 - 31/01/2021	1/02/2021	1/02/2021	10/02/2021
20/12/2020	3/01/2021	4/01/2021	17/01/2021	18/01/2021	01/02/2021 - 28/02/2021	15/02/2021	01/02/2021 - 14/02/2021	15/02/2021	15/02/2021	24/02/2021
						01/03/2021	15/02/2021 - 28/02/2021	1/03/2021	1/03/2021	10/03/2021
17/01/2021	31/01/2021	1/02/2021	14/02/2021	15/02/2021	01/03/2021 - 28/03/2021	15/03/2021	01/03/2021 - 14/03/2021	15/03/2021	15/03/2021	24/03/2021
						29/03/2021	15/03/2021 - 28/03/2021	29/03/2021	29/03/2021	07/04/2021
14/02/2021	28/02/2021	1/03/2021	14/03/2021	15/03/2021	29/03/2021 - 25/04/2021	12/04/2021	29/03/2021 - 11/04/2021	12/04/2021	12/04/2021	21/04/2021
						26/04/2021	12/04/2021 - 25/04/2021	26/04/2021	26/04/2021	05/05/2021
14/03/2021	28/03/2021	29/03/2021	11/04/2021	12/04/2021	26/04/2021 - 23/05/2021	10/05/2021	26/04/2021 - 09/05/2021	10/05/2021	10/05/2021	19/05/2021
						24/05/2021	10/05/2021 - 23/05/2021	24/05/2021	24/05/2021	02/06/2021
11/04/2021	25/04/2021	26/04/2021	09/05/2021	10/05/2021	24/05/2021 - 20/06/2021	7/06/2021	24/05/2021 - 06/06/2021	7/06/2021	7/06/2021	16/06/2021
						21/06/2021	07/06/2021 - 20/06/2021	21/06/2021	21/06/2021	30/06/2021

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

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 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		
03/05/2020	17/05/2020	18/05/2020	31/05/2020	01/06/2020	15/06/2020 - 12/07/2020	29/06/2020	15/06/2020 - 28/06/2020	29/06/2020	29/06/2020	08/07/2020		
						13/07/2020	29/06/2020 - 12/07/2020	13/07/2020	13/07/2020	22/07/2020		
31/05/2020	14/06/2020	15/06/2020	28/06/2020	29/06/2020	13/07/2020 - 09/08/2020	27/07/2020	13/07/2020 - 26/07/2020	27/07/2020	27/07/2020	05/08/2020		
						10/08/2020	27/07/2020 - 09/08/2020	10/08/2020	10/08/2020	19/08/2020		
28/06/2020	12/07/2020	13/07/2020	26/07/2020	27/07/2020	10/08/2020 - 06/09/2020	24/08/2020	10/08/2020 - 23/08/2020	24/08/2020	24/08/2020	02/09/2020		
						07/09/2020	24/08/2020 - 06/09/2020	7/09/2020	7/09/2020	16/09/2020		
26/07/2020	9/08/2020	10/08/2020	23/08/2020	24/08/2020	07/09/2020 - 04/10/2020	21/09/2020	07/09/2020 - 20/09/2020	21/09/2020	21/09/2020	30/09/2020		
						05/10/2020	21/09/2020 - 04/10/2020	5/10/2020	5/10/2020	14/10/2020		
23/08/2020	6/09/2020	7/09/2020	20/09/2020	21/09/2020	05/10/2020 - 01/11/2020	19/10/2020	05/10/2020 - 18/10/2020	19/10/2020	19/10/2020	28/10/2020		
						02/11/2020	19/10/2020 - 01/11/2020	2/11/2020	2/11/2020	11/11/2020		
20/09/2020	4/10/2020	5/10/2020	18/10/2020	19/10/2020	02/11/2020 - 29/11/2020	16/11/2020	02/11/2020 - 15/11/2020	16/11/2020	16/11/2020	25/11/2020		
						30/11/2020	16/11/2020 - 29/11/2020	30/11/2020	30/11/2020	09/12/2020		
18/10/2020	1/11/2020	2/11/2020	15/11/2020	16/11/2020	30/11/2020 - 27/12/2020	14/12/2020	30/11/2020 - 13/12/2020	14/12/2020	14/12/2020	23/12/2020		
						28/12/2020	14/12/2020 - 27/12/2020	28/12/2020	28/12/2020	06/01/2021		
15/11/2020	29/11/2020	30/11/2020	13/12/2020	14/12/2020	28/12/2020 - 24/01/2021	11/01/2021	28/12/2020 - 10/01/2021	11/01/2021	11/01/2021	20/01/2021		
						25/01/2021	11/01/2021 - 24/01/2021	25/01/2021	25/01/2021	03/02/2021		
13/12/2020	27/12/2020	28/12/2020	10/01/2021	11/01/2021	25/01/2021 - 21/02/2021	8/02/2021	25/01/2021 - 07/02/2021	8/02/2021	8/02/2021	17/02/2021		
						22/02/2021	08/02/2021 - 21/02/2021	22/02/2021	22/02/2021	03/03/2021		
10/01/2021	24/01/2021	25/01/2021	07/02/2021	08/02/2021	22/02/2021 - 21/03/2021	8/03/2021	22/02/2021 - 07/03/2021	8/03/2021	8/03/2021	17/03/2021		
						22/03/2021	08/03/2021 - 21/03/2021	22/03/2021	22/03/2021	31/03/2021		
07/02/2021	21/02/2021	22/02/2021	07/03/2021	08/03/2021	22/03/2021 - 18/04/2021	5/04/2021	22/03/2021 - 04/04/2021	5/04/2021	5/04/2021	14/04/2021		
						19/04/2021	05/04/2021 - 18/04/2021	19/04/2021	19/04/2021	28/04/2021		
07/03/2021	21/03/2021	22/03/2021	04/04/2021	05/04/2021	19/04/2021 - 16/05/2021	3/05/2021	19/04/2021 - 02/05/2021	3/05/2021	3/05/2021	12/05/2021		
						17/05/2021	03/05/2021 - 16/05/2021	17/05/2021	17/05/2021	26/05/2021		
04/04/2021	18/04/2021	19/04/2021	02/05/2021	03/05/2021	17/05/2021 - 13/06/2021	31/05/2021	17/05/2021 - 30/05/2021	31/05/2021	31/05/2021	09/06/2021		
						14/06/2021	31/05/2021 - 13/06/2021	14/06/2021	14/06/2021	23/06/2021		