

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

ROSTERING
BEST PRACTICE

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

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

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 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		
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		

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 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		
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		