

Managers Information

Rostering Process Date Matrix



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

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY24/25 - 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		
07/04/2024	21/04/2024	22/04/2024	05/05/2024	06/05/2024	3/06/2024 - 30/06/2024	17/06/2024	3/06/2024 - 16/06/2024	17/06/2024	17/06/2024	26/06/2024		
						01/07/2024	17/06/2024 - 30/06/2024	1/07/2024	1/07/2024	10/07/2024		
05/05/2024	19/05/2024	20/05/2024	02/06/2024	03/06/2024	01/07/2024 - 28/07/2024	15/07/2024	01/07/2024 - 14/07/2024	15/07/2024	15/07/2024	24/07/2024		
						29/07/2024	15/07/2024 - 28/07/2024	29/07/2024	29/07/2024	07/08/2024		
02/06/2024	16/06/2024	17/06/2024	30/06/2024	01/07/2024	29/07/2024 - 25/08/2024	12/08/2024	29/07/2024 - 11/08/2024	12/08/2024	12/08/2024	21/08/2024		
						26/08/2024	12/08/2024 - 25/08/2024	26/08/2024	26/08/2024	04/09/2024		
30/06/2024	14/07/2024	15/07/2024	28/07/2024	29/07/2024	26/08/2024 - 22/09/2024	9/09/2024	26/08/2024 - 08/09/2024	9/09/2024	9/09/2024	18/09/2024		
						23/09/2024	09/09/2024 - 22/09/2024	23/09/2024	23/09/2024	02/10/2024		
28/07/2024	11/08/2024	12/08/2024	25/08/2024	26/08/2024	23/09/2024 - 20/10/2024	7/10/2024	23/09/2024 - 06/10/2024	7/10/2024	7/10/2024	16/10/2024		
						21/10/2024	07/10/2024 - 20/10/2024	21/10/2024	21/10/2024	30/10/2024		
25/08/2024	8/09/2024	9/09/2024	22/09/2024	23/09/2024	21/10/2024 - 17/11/2024	4/11/2024	21/10/2024 - 03/11/2024	4/11/2024	4/11/2024	13/11/2024		
						18/11/2024	04/11/2024 - 17/11/2024	18/11/2024	18/11/2024	27/11/2024		
22/09/2024	6/10/2024	7/10/2024	20/10/2024	21/10/2024	18/11/2024 - 15/12/2024	2/12/2024	18/11/2024 - 01/12/2024	2/12/2024	2/12/2024	11/12/2024		
						16/12/2024	02/12/2024 - 15/12/2024	16/12/2024	16/12/2024	25/12/2024		
20/10/2024	3/11/2024	4/11/2024	17/11/2024	18/11/2024	16/12/2024 - 12/01/2025	30/12/2024	16/12/2024 - 29/12/2024	30/12/2024	30/12/2024	08/01/2025		
						13/01/2025	30/12/2024 - 12/01/2025	13/01/2025	13/01/2025	22/01/2025		
17/11/2024	1/12/2024	2/12/2024	15/12/2024	16/12/2024	13/01/2025 - 09/02/2025	27/01/2025	13/01/2025 - 26/01/2025	27/01/2025	27/01/2025	05/02/2025		
						10/02/2025	27/01/2025 - 09/02/2025	10/02/2025	10/02/2025	19/02/2025		
15/12/2024	29/12/2024	30/12/2024	12/01/2025	13/01/2025	10/02/2025 - 09/03/2025	24/02/2025	10/02/2025 - 23/02/2025	24/02/2025	24/02/2025	05/03/2025		
						10/03/2025	24/02/2025 - 09/03/2025	10/03/2025	10/03/2025	19/03/2025		
12/01/2025	26/01/2025	27/01/2025	09/02/2025	10/02/2025	10/03/2025 - 06/04/2025	24/03/2025	10/03/2025 - 23/03/2025	24/03/2025	24/03/2025	02/04/2025		
						07/04/2025	24/03/2025 - 06/04/2025	7/04/2025	7/04/2025	16/04/2025		
09/02/2025	23/02/2025	24/02/2025	09/03/2025	10/03/2025	07/04/2025 - 04/05/2025	21/04/2025	07/04/2025 - 20/04/2025	21/04/2025	21/04/2025	30/04/2025		
						05/05/2025	21/04/2025 - 04/05/2025	5/05/2025	5/05/2025	14/05/2025		
09/03/2025	23/03/2025	24/03/2025	06/04/2025	07/04/2025	05/05/2025 - 01/06/2025	19/05/2025	05/05/2025 - 18/05/2025	19/05/2025	19/05/2025	28/05/2025		
						02/06/2025	19/05/2025 - 01/06/2025	2/06/2025	2/06/2025	11/06/2025		

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY25/26 - 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		
06/04/2025	20/04/2025	21/04/2025	04/05/2025	05/05/2025	2/06/2025 - 29/06/2025	16/06/2025	2/06/2025 - 15/06/2025	16/06/2025	16/06/2025	25/06/2025		
						30/06/2025	16/06/2025 - 29/06/2025	30/06/2025	30/06/2025	09/07/2025		
04/05/2025	18/05/2025	19/05/2025	01/06/2025	02/06/2025	30/06/2025 - 27/07/2025	14/07/2025	30/06/2025 - 13/07/2025	14/07/2025	14/07/2025	23/07/2025		
						28/07/2025	14/07/2025 - 27/07/2025	28/07/2025	28/07/2025	06/08/2025		
01/06/2025	15/06/2025	16/06/2025	29/06/2025	30/06/2025	28/07/2025 - 24/08/2025	11/08/2025	28/07/2025 - 10/08/2025	11/08/2025	11/08/2025	20/08/2025		
						25/08/2025	11/08/2025 - 24/08/2025	25/08/2025	25/08/2025	03/09/2025		
29/06/2025	13/07/2025	14/07/2025	27/07/2025	28/07/2025	25/08/2025 - 21/09/2025	8/09/2025	25/08/2025 - 07/09/2025	8/09/2025	8/09/2025	17/09/2025		
						22/09/2025	08/09/2025 - 21/09/2025	22/09/2025	22/09/2025	01/10/2025		
27/07/2025	10/08/2025	11/08/2025	24/08/2025	25/08/2025	22/09/2025 - 19/10/2025	6/10/2025	22/09/2025 - 05/10/2025	6/10/2025	6/10/2025	15/10/2025		
						20/10/2025	06/10/2025 - 19/10/2025	20/10/2025	20/10/2025	29/10/2025		
24/08/2025	7/09/2025	8/09/2025	21/09/2025	22/09/2025	20/10/2025 - 16/11/2025	3/11/2025	20/10/2025 - 02/11/2025	3/11/2025	3/11/2025	12/11/2025		
						17/11/2025	03/11/2025 - 16/11/2025	17/11/2025	17/11/2025	26/11/2025		
21/09/2025	5/10/2025	6/10/2025	19/10/2025	20/10/2025	17/11/2025 - 14/12/2025	1/12/2025	17/11/2025 - 30/11/2025	1/12/2025	1/12/2025	10/12/2025		
						15/12/2025	01/12/2025 - 14/12/2025	15/12/2025	15/12/2025	24/12/2025		
19/10/2025	2/11/2025	3/11/2025	16/11/2025	17/11/2025	15/12/2025 - 11/01/2026	29/12/2025	15/12/2025 - 28/12/2025	29/12/2025	29/12/2025	07/01/2026		
						12/01/2026	29/12/2025 - 11/01/2026	12/01/2026	12/01/2026	21/01/2026		
16/11/2025	30/11/2025	1/12/2025	14/12/2025	15/12/2025	12/01/2026 - 08/02/2026	26/01/2026	12/01/2026 - 25/01/2026	26/01/2026	26/01/2026	04/02/2026		
						09/02/2026	26/01/2026 - 08/02/2026	9/02/2026	9/02/2026	18/02/2026		
14/12/2025	28/12/2025	29/12/2025	11/01/2026	12/01/2026	09/02/2026 - 08/03/2026	23/02/2026	09/02/2026 - 22/02/2026	23/02/2026	23/02/2026	04/03/2026		
						09/03/2026	23/02/2026 - 08/03/2026	9/03/2026	9/03/2026	18/03/2026		
11/01/2026	25/01/2026	26/01/2026	08/02/2026	09/02/2026	09/03/2026 - 05/04/2026	23/03/2026	09/03/2026 - 22/03/2026	23/03/2026	23/03/2026	01/04/2026		
						06/04/2026	23/03/2026 - 05/04/2026	6/04/2026	6/04/2026	15/04/2026		
08/02/2026	22/02/2026	23/02/2026	08/03/2026	09/03/2026	06/04/2026 - 03/05/2026	20/04/2026	06/04/2026 - 19/04/2026	20/04/2026	20/04/2026	29/04/2026		
						04/05/2026	20/04/2026 - 03/05/2026	4/05/2026	4/05/2026	13/05/2026		
08/03/2026	22/03/2026	23/03/2026	05/04/2026	06/04/2026	04/05/2026 - 31/05/2026	18/05/2026	04/05/2026 - 17/05/2026	18/05/2026	18/05/2026	27/05/2026		
						01/06/2026	18/05/2026 - 31/05/2026	1/06/2026	1/06/2026	10/06/2026		

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY23/24 - 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	
23/04/2023	7/05/2023	8/05/2023	21/05/2023	22/05/2023	19/06/2023 - 16/07/2023	3/07/2023	19/06/2023 - 02/07/2023	3/07/2023	3/07/2023	3/07/2023	12/07/2023	
						17/07/2023	03/07/2023 - 16/07/2023	17/07/2023	17/07/2023	17/07/2023	26/07/2023	
21/05/2023	4/06/2023	5/06/2023	18/06/2023	19/06/2023	17/07/2023 - 13/08/2023	31/07/2023	17/07/2023 - 30/07/2023	31/07/2023	31/07/2023	31/07/2023	09/08/2023	
						14/08/2023	31/07/2023 - 13/08/2023	14/08/2023	14/08/2023	14/08/2023	23/08/2023	
18/06/2023	2/07/2023	3/07/2023	16/07/2023	17/07/2023	14/08/2023 - 10/09/2023	28/08/2023	14/08/2023 - 27/08/2023	28/08/2023	28/08/2023	28/08/2023	06/09/2023	
						11/09/2023	28/08/2023 - 10/09/2023	11/09/2023	11/09/2023	11/09/2023	20/09/2023	
16/07/2023	30/07/2023	31/07/2023	13/08/2023	14/08/2023	11/09/2023 - 08/10/2023	25/09/2023	11/09/2023 - 24/09/2023	25/09/2023	25/09/2023	25/09/2023	04/10/2023	
						09/10/2023	25/09/2023 - 08/10/2023	9/10/2023	9/10/2023	9/10/2023	18/10/2023	
13/08/2023	27/08/2023	28/08/2023	10/09/2023	11/09/2023	09/10/2023 - 05/11/2023	23/10/2023	09/10/2023 - 22/10/2023	23/10/2023	23/10/2023	23/10/2023	01/11/2023	
						06/11/2023	23/10/2023 - 05/11/2023	6/11/2023	6/11/2023	6/11/2023	15/11/2023	
10/09/2023	24/09/2023	25/09/2023	08/10/2023	09/10/2023	06/11/2023 - 03/12/2023	20/11/2023	06/11/2023 - 19/11/2023	20/11/2023	20/11/2023	20/11/2023	29/11/2023	
						04/12/2023	20/11/2023 - 03/12/2023	4/12/2023	4/12/2023	4/12/2023	13/12/2023	
08/10/2023	22/10/2023	23/10/2023	05/11/2023	06/11/2023	04/12/2023 - 31/12/2023	18/12/2023	04/12/2023 - 17/12/2023	18/12/2023	18/12/2023	18/12/2023	27/12/2023	
						01/01/2024	18/12/2023 - 31/12/2023	1/01/2024	1/01/2024	1/01/2024	10/01/2024	
05/11/2023	19/11/2023	20/11/2023	03/12/2023	04/12/2023	01/01/2024 - 28/01/2024	15/01/2024	01/01/2024 - 14/01/2024	15/01/2024	15/01/2024	15/01/2024	24/01/2024	
						29/01/2024	15/01/2024 - 28/01/2024	29/01/2024	29/01/2024	29/01/2024	07/02/2024	
03/12/2023	17/12/2023	18/12/2023	31/12/2023	01/01/2024	29/01/2024 - 25/02/2024	12/02/2024	29/01/2024 - 11/02/2024	12/02/2024	12/02/2024	12/02/2024	21/02/2024	
						26/02/2024	12/02/2024 - 25/02/2024	26/02/2024	26/02/2024	26/02/2024	06/03/2024	
31/12/2023	14/01/2024	15/01/2024	28/01/2024	29/01/2024	26/02/2024 - 24/03/2024	11/03/2024	26/02/2024 - 10/03/2024	11/03/2024	11/03/2024	11/03/2024	20/03/2024	
						25/03/2024	11/03/2024 - 24/03/2024	25/03/2024	25/03/2024	25/03/2024	03/04/2024	
28/01/2024	11/02/2024	12/02/2024	25/02/2024	26/02/2024	25/03/2024 - 21/04/2024	8/04/2024	25/03/2024 - 07/04/2024	8/04/2024	8/04/2024	8/04/2024	17/04/2024	
						22/04/2024	08/04/2024 - 21/04/2024	22/04/2024	22/04/2024	22/04/2024	01/05/2024	
25/02/2024	10/03/2024	11/03/2024	24/03/2024	25/03/2024	22/04/2024 - 19/05/2024	6/05/2024	22/04/2024 - 05/05/2024	6/05/2024	6/05/2024	6/05/2024	15/05/2024	
						20/05/2024	06/05/2024 - 19/05/2024	20/05/2024	20/05/2024	20/05/2024	29/05/2024	
24/03/2024	7/04/2024	8/04/2024	21/04/2024	22/04/2024	20/05/2024 - 16/06/2024	3/06/2024	20/05/2024 - 02/06/2024	3/06/2024	3/06/2024	3/06/2024	12/06/2024	
						17/06/2024	03/06/2024 - 16/06/2024	17/06/2024	17/06/2024	17/06/2024	26/06/2024	

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY24/25 - 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
21/04/2024	5/05/2024	6/05/2024	19/05/2024	20/05/2024	17/06/2024	-	14/07/2024	1/07/2024	17/06/2024	-	30/06/2024	1/07/2024	1/07/2024	10/07/2024
								15/07/2024	01/07/2024	-	14/07/2024	15/07/2024	15/07/2024	24/07/2024
19/05/2024	2/06/2024	3/06/2024	16/06/2024	17/06/2024	15/07/2024	-	11/08/2024	29/07/2024	15/07/2024	-	28/07/2024	29/07/2024	29/07/2024	07/08/2024
								12/08/2024	29/07/2024	-	11/08/2024	12/08/2024	12/08/2024	21/08/2024
16/06/2024	30/06/2024	1/07/2024	14/07/2024	15/07/2024	12/08/2024	-	08/09/2024	26/08/2024	12/08/2024	-	25/08/2024	26/08/2024	26/08/2024	04/09/2024
								09/09/2024	26/08/2024	-	08/09/2024	9/09/2024	9/09/2024	18/09/2024
14/07/2024	28/07/2024	29/07/2024	11/08/2024	12/08/2024	09/09/2024	-	06/10/2024	23/09/2024	09/09/2024	-	22/09/2024	23/09/2024	23/09/2024	02/10/2024
								07/10/2024	23/09/2024	-	06/10/2024	7/10/2024	7/10/2024	16/10/2024
11/08/2024	25/08/2024	26/08/2024	08/09/2024	09/09/2024	07/10/2024	-	03/11/2024	21/10/2024	07/10/2024	-	20/10/2024	21/10/2024	21/10/2024	30/10/2024
								04/11/2024	21/10/2024	-	03/11/2024	4/11/2024	4/11/2024	13/11/2024
08/09/2024	22/09/2024	23/09/2024	06/10/2024	07/10/2024	04/11/2024	-	01/12/2024	18/11/2024	04/11/2024	-	17/11/2024	18/11/2024	18/11/2024	27/11/2024
								02/12/2024	18/11/2024	-	01/12/2024	2/12/2024	2/12/2024	11/12/2024
06/10/2024	20/10/2024	21/10/2024	03/11/2024	04/11/2024	02/12/2024	-	29/12/2024	16/12/2024	02/12/2024	-	15/12/2024	16/12/2024	16/12/2024	25/12/2024
								30/12/2024	16/12/2024	-	29/12/2024	30/12/2024	30/12/2024	08/01/2025
03/11/2024	17/11/2024	18/11/2024	01/12/2024	02/12/2024	30/12/2024	-	26/01/2025	13/01/2025	30/12/2024	-	12/01/2025	13/01/2025	13/01/2025	22/01/2025
								27/01/2025	13/01/2025	-	26/01/2025	27/01/2025	27/01/2025	05/02/2025
01/12/2024	15/12/2024	16/12/2024	29/12/2024	30/12/2024	27/01/2025	-	23/02/2025	10/02/2025	27/01/2025	-	09/02/2025	10/02/2025	10/02/2025	19/02/2025
								24/02/2025	10/02/2025	-	23/02/2025	24/02/2025	24/02/2025	05/03/2025
29/12/2024	12/01/2025	13/01/2025	26/01/2025	27/01/2025	24/02/2025	-	23/03/2025	10/03/2025	24/02/2025	-	09/03/2025	10/03/2025	10/03/2025	19/03/2025
								24/03/2025	10/03/2025	-	23/03/2025	24/03/2025	24/03/2025	02/04/2025
26/01/2025	9/02/2025	10/02/2025	23/02/2025	24/02/2025	24/03/2025	-	20/04/2025	7/04/2025	24/03/2025	-	06/04/2025	7/04/2025	7/04/2025	16/04/2025
								21/04/2025	07/04/2025	-	20/04/2025	21/04/2025	21/04/2025	30/04/2025
23/02/2025	9/03/2025	10/03/2025	23/03/2025	24/03/2025	21/04/2025	-	18/05/2025	5/05/2025	21/04/2025	-	04/05/2025	5/05/2025	5/05/2025	14/05/2025
								19/05/2025	05/05/2025	-	18/05/2025	19/05/2025	19/05/2025	28/05/2025
23/03/2025	6/04/2025	7/04/2025	20/04/2025	21/04/2025	19/05/2025	-	15/06/2025	2/06/2025	19/05/2025	-	01/06/2025	2/06/2025	2/06/2025	11/06/2025
								16/06/2025	02/06/2025	-	15/06/2025	16/06/2025	16/06/2025	25/06/2025

Managers Information

Rostering Process Date Matrix



ROSTER TEMPLATE FY25/26 - 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	
20/04/2025	4/05/2025	5/05/2025	18/05/2025	19/05/2025	16/06/2025 - 13/07/2025	30/06/2025	16/06/2025 - 29/06/2025	30/06/2025	30/06/2025	30/06/2025	09/07/2025	
						14/07/2025	30/06/2025 - 13/07/2025	14/07/2025	14/07/2025	14/07/2025	23/07/2025	
18/05/2025	1/06/2025	2/06/2025	15/06/2025	16/06/2025	14/07/2025 - 10/08/2025	28/07/2025	14/07/2025 - 27/07/2025	28/07/2025	28/07/2025	28/07/2025	06/08/2025	
						11/08/2025	28/07/2025 - 10/08/2025	11/08/2025	11/08/2025	11/08/2025	20/08/2025	
15/06/2025	29/06/2025	30/06/2025	13/07/2025	14/07/2025	11/08/2025 - 07/09/2025	25/08/2025	11/08/2025 - 24/08/2025	25/08/2025	25/08/2025	25/08/2025	03/09/2025	
						08/09/2025	25/08/2025 - 07/09/2025	8/09/2025	8/09/2025	8/09/2025	17/09/2025	
13/07/2025	27/07/2025	28/07/2025	10/08/2025	11/08/2025	08/09/2025 - 05/10/2025	22/09/2025	08/09/2025 - 21/09/2025	22/09/2025	22/09/2025	22/09/2025	01/10/2025	
						06/10/2025	22/09/2025 - 05/10/2025	6/10/2025	6/10/2025	6/10/2025	15/10/2025	
10/08/2025	24/08/2025	25/08/2025	07/09/2025	08/09/2025	06/10/2025 - 02/11/2025	20/10/2025	06/10/2025 - 19/10/2025	20/10/2025	20/10/2025	20/10/2025	29/10/2025	
						03/11/2025	20/10/2025 - 02/11/2025	3/11/2025	3/11/2025	3/11/2025	12/11/2025	
07/09/2025	21/09/2025	22/09/2025	05/10/2025	06/10/2025	03/11/2025 - 30/11/2025	17/11/2025	03/11/2025 - 16/11/2025	17/11/2025	17/11/2025	17/11/2025	26/11/2025	
						01/12/2025	17/11/2025 - 30/11/2025	1/12/2025	1/12/2025	1/12/2025	10/12/2025	
05/10/2025	19/10/2025	20/10/2025	02/11/2025	03/11/2025	01/12/2025 - 28/12/2025	15/12/2025	01/12/2025 - 14/12/2025	15/12/2025	15/12/2025	15/12/2025	24/12/2025	
						29/12/2025	15/12/2025 - 28/12/2025	29/12/2025	29/12/2025	29/12/2025	07/01/2026	
02/11/2025	16/11/2025	17/11/2025	30/11/2025	01/12/2025	29/12/2025 - 25/01/2026	12/01/2026	29/12/2025 - 11/01/2026	12/01/2026	12/01/2026	12/01/2026	21/01/2026	
						26/01/2026	12/01/2026 - 25/01/2026	26/01/2026	26/01/2026	26/01/2026	04/02/2026	
30/11/2025	14/12/2025	15/12/2025	28/12/2025	29/12/2025	26/01/2026 - 22/02/2026	9/02/2026	26/01/2026 - 08/02/2026	9/02/2026	9/02/2026	9/02/2026	18/02/2026	
						23/02/2026	09/02/2026 - 22/02/2026	23/02/2026	23/02/2026	23/02/2026	04/03/2026	
28/12/2025	11/01/2026	12/01/2026	25/01/2026	26/01/2026	23/02/2026 - 22/03/2026	9/03/2026	23/02/2026 - 08/03/2026	9/03/2026	9/03/2026	9/03/2026	18/03/2026	
						23/03/2026	09/03/2026 - 22/03/2026	23/03/2026	23/03/2026	23/03/2026	01/04/2026	
25/01/2026	8/02/2026	9/02/2026	22/02/2026	23/02/2026	23/03/2026 - 19/04/2026	6/04/2026	23/03/2026 - 05/04/2026	6/04/2026	6/04/2026	6/04/2026	15/04/2026	
						20/04/2026	06/04/2026 - 19/04/2026	20/04/2026	20/04/2026	20/04/2026	29/04/2026	
22/02/2026	8/03/2026	9/03/2026	22/03/2026	23/03/2026	20/04/2026 - 17/05/2026	4/05/2026	20/04/2026 - 03/05/2026	4/05/2026	4/05/2026	4/05/2026	13/05/2026	
						18/05/2026	04/05/2026 - 17/05/2026	18/05/2026	18/05/2026	18/05/2026	27/05/2026	
22/03/2026	5/04/2026	6/04/2026	19/04/2026	20/04/2026	18/05/2026 - 14/06/2026	1/06/2026	18/05/2026 - 31/05/2026	1/06/2026	1/06/2026	1/06/2026	10/06/2026	
						15/06/2026	01/06/2026 - 14/06/2026	15/06/2026	15/06/2026	15/06/2026	24/06/2026	