


Payrun	MID-MONTH	END OF MONTH	 <h1>PAYROLL DATES - 2021</h1>	
Commission Only	Commissions	Commissions		
Casuals	Timesheets	Timesheets		
Debit Credit Agents	Salaries/Retainers	Commissions		
Salaried Staff	Salaries	Adjustments		
MONTH	PAY FREQUENCY	SETTLEMENTS & TIMESHEETS CUT-OFF	PAYROLL EFT DATE	STAFF PAYMENT DATE
JAN	MID-MONTH	8/01/2021	13/01/2021	14/01/2021
	END OF MONTH	18/01/2021	21/01/2021	22/01/2021
FEB	MID-MONTH	8/02/2021	12/02/2021	15/02/2021
	END OF MONTH	18/02/2021	23/02/2021	24/02/2021
MAR	MID-MONTH	8/03/2021	12/03/2021	15/03/2021
	END OF MONTH	19/03/2021	24/03/2021	25/03/2021
APR	MID-MONTH	8/04/2021	14/04/2021	15/04/2021
	END OF MONTH	19/04/2021	22/04/2021	23/04/2021
MAY	MID-MONTH	10/05/2021	13/05/2021	14/05/2021
	END OF MONTH	19/05/2021	24/05/2021	25/05/2021
JUN	MID-MONTH	7/06/2021	11/06/2021	14/06/2021
	END OF MONTH	17/06/2021	23/06/2021	24/06/2021
	1. THERE WILL NOT BE ANY PAYMENTS PROCESSED BETWEEN 23/06/21 TO 15/07/21 DUE TO END OF YEAR CLOSURE.			
	2. ALL SUPER SALARY SACRIFICE REQUESTS MUST BE SENT TO PAYROLL BEFORE 07/06/21 FOR US TO APPLY THE AMOUNT TO FY 22 & ANY SUPER REQUESTS SENT AFTER 07/06/20 WILL BE PROCESSED IN FY 22.			
JUL	MID-MONTH	8/07/2021	14/07/2021	15/07/2021
	END OF MONTH	19/07/2021	23/07/2021	26/07/2021
AUG	MID-MONTH	9/08/2021	12/08/2021	13/08/2021
	END OF MONTH	19/08/2021	24/08/2021	25/08/2021
SEP	MID-MONTH	8/09/2021	14/09/2021	15/09/2021
	END OF MONTH	20/09/2021	23/09/2021	24/09/2021
OCT	MID-MONTH	8/10/2021	14/10/2021	15/10/2021
	END OF MONTH	21/10/2021	26/10/2021	27/10/2021
NOV	MID-MONTH	9/11/2021	12/11/2021	15/11/2021
	END OF MONTH	19/11/2021	24/11/2021	25/11/2021
DEC	MID-MONTH	6/12/2021	9/12/2021	10/12/2021
	END OF MONTH	17/12/2021	22/12/2021	23/12/2021
	1. LEAVE FOR CHRISTMAS SHUTDOWN MUST BE ENTERED INTO PRECEDA BEFORE 03/12/21.			
	2. ALL THE TIMESHEETS FOR END OF MONTH MUST BE APPROVED BY THE MANAGERS BEFORE 17/12/21			
	3. ANY TIMESHEETS THAT MISSED THE CUT-OFF WILL BE INCLUDED IN JAN 2022 MID-MONTH PAY RUN.			
4. NEW HIRES, EXITS, PAY ADJUSTMENTS THAT COME TO PAYROLL AFTER 17/12/21 WILL BE PROCESSED IN JAN MID-MONTH DUE TO LIMITED PAYROLL STAFF DURING CHRISTMAS SHUTDOWN.				