

Client Name	Mallee Catchment Management Authority
SP Number	TBA
Pay Frequency	FORTNIGHTLY

Start Date	1/07/2015
End Date	30/06/2016

MONTH	PAY FREQUENCY	PE DATE	MASTERFILE DATA CUT OFF	PAYROLL DATA CUT OFF	1ST PAY PREP REPORTS TO CLIENT	CLIENT APPROVAL TO FINALISE	EFT RELEASE DATE	PAY DATE	END OF PAY REPORTING	SG MONTH START DATE	SG MONTH QTR DATE	LAST PAYROLL OF MONTH	PUBLIC HOLIDAY ADJUSTMENTS
			1:00 PM	10:00 AM	2:00 PM	12:00 PM	2:00 PM	ALL TIMES ARE QUOTED IN AUSTRALIAN EASTERN STANDARD TIME (AEST)					
JULY	FORTNIGHTLY	5-Jul-15 (Sun)	2-Jul-15 (Thu)	6-Jul-15 (Mon)	6-Jul-15 (Mon)	7-Jul-15 (Tue)	7-Jul-15 (Tue)	8-Jul-15 (Wed)	8-Jul-15 (Wed)	22/06/2015	22/06/2015	NO	
JULY	FORTNIGHTLY	19-Jul-15 (Sun)	16-Jul-15 (Thu)	20-Jul-15 (Mon)	20-Jul-15 (Mon)	21-Jul-15 (Tue)	21-Jul-15 (Tue)	22-Jul-15 (Wed)	22-Jul-15 (Wed)	22/06/2015	22/06/2015	NO	
JULY	MONTHLY	31-Jul-15 (Fri)	27-Jul-15 (Mon)	29-Jul-15 (Wed)	29-Jul-15 (Wed)	30-Jul-15 (Thu)	30-Jul-15 (Thu)	31-Jul-15 (Fri)	31-Jul-15 (Fri)	22/06/2015	22/06/2015	YES	
AUGUST	FORTNIGHTLY	2-Aug-15 (Sun)	30-Jul-15 (Thu)	3-Aug-15 (Mon)	3-Aug-15 (Mon)	4-Aug-15 (Tue)	4-Aug-15 (Tue)	5-Aug-15 (Wed)	5-Aug-15 (Wed)	20/07/2015	22/06/2015	NO	
AUGUST	FORTNIGHTLY	16-Aug-15 (Sun)	13-Aug-15 (Thu)	17-Aug-15 (Mon)	17-Aug-15 (Mon)	18-Aug-15 (Tue)	18-Aug-15 (Tue)	19-Aug-15 (Wed)	19-Aug-15 (Wed)	20/07/2015	22/06/2015	NO	
AUGUST	MONTHLY	31-Aug-15 (Mon)	24-Aug-15 (Mon)	26-Aug-15 (Wed)	26-Aug-15 (Wed)	27-Aug-15 (Thu)	27-Aug-15 (Thu)	28-Aug-15 (Fri)	28-Aug-15 (Fri)	20/07/2015	20/07/2015	NO	
AUGUST	FORTNIGHTLY	30-Aug-15 (Sun)	27-Aug-15 (Thu)	31-Aug-15 (Mon)	31-Aug-15 (Mon)	1-Sep-15 (Tue)	1-Sep-15 (Tue)	2-Sep-15 (Wed)	2-Sep-15 (Wed)	20/07/2015	22/06/2015	YES	
SEPTEMBER	FORTNIGHTLY	13-Sep-15 (Sun)	10-Sep-15 (Thu)	14-Sep-15 (Mon)	14-Sep-15 (Mon)	15-Sep-15 (Tue)	15-Sep-15 (Tue)	16-Sep-15 (Wed)	16-Sep-15 (Wed)	31/08/2015	22/06/2015	NO	
SEPTEMBER	MONTHLY	30-Sep-15 (Wed)	21-Sep-15 (Mon)	23-Sep-15 (Wed)	23-Sep-15 (Wed)	24-Sep-15 (Thu)	24-Sep-15 (Thu)	25-Sep-15 (Fri)	25-Sep-15 (Fri)	31/08/2015	22/06/2015	NO	
SEPTEMBER	FORTNIGHTLY	27-Sep-15 (Sun)	24-Sep-15 (Thu)	28-Sep-15 (Mon)	28-Sep-15 (Mon)	29-Sep-15 (Tue)	29-Sep-15 (Tue)	30-Sep-15 (Wed)	30-Sep-15 (Wed)	31/08/2015	22/06/2015	YES	
OCTOBER	FORTNIGHTLY	11-Oct-15 (Sun)	8-Oct-15 (Thu)	12-Oct-15 (Mon)	12-Oct-15 (Mon)	13-Oct-15 (Tue)	13-Oct-15 (Tue)	14-Oct-15 (Wed)	14-Oct-15 (Wed)	28/09/2015	28/09/2015	NO	
OCTOBER	MONTHLY	31-Oct-15 (Sat)	19-Oct-15 (Mon)	21-Oct-15 (Wed)	21-Oct-15 (Wed)	22-Oct-15 (Thu)	22-Oct-15 (Thu)	23-Oct-15 (Fri)	23-Oct-15 (Fri)	28/09/2015	28/09/2015	NO	
OCTOBER	FORTNIGHTLY	25-Oct-15 (Sun)	22-Oct-15 (Thu)	26-Oct-15 (Mon)	26-Oct-15 (Mon)	27-Oct-15 (Tue)	27-Oct-15 (Tue)	28-Oct-15 (Wed)	28-Oct-15 (Wed)	28/09/2015	28/09/2015	YES	
NOVEMBER	FORTNIGHTLY	8-Nov-15 (Sun)	5-Nov-15 (Thu)	9-Nov-15 (Mon)	9-Nov-15 (Mon)	10-Nov-15 (Tue)	10-Nov-15 (Tue)	11-Nov-15 (Wed)	11-Nov-15 (Wed)	26/10/2015	28/09/2015	NO	
NOVEMBER	FORTNIGHTLY	22-Nov-15 (Sun)	19-Nov-15 (Thu)	23-Nov-15 (Mon)	23-Nov-15 (Mon)	24-Nov-15 (Tue)	24-Nov-15 (Tue)	25-Nov-15 (Wed)	25-Nov-15 (Wed)	26/10/2015	28/09/2015	NO	
NOVEMBER	MONTHLY	30-Nov-15 (Mon)	24-Nov-15 (Tue)	26-Nov-15 (Thu)	26-Nov-15 (Thu)	27-Nov-15 (Fri)	27-Nov-15 (Fri)	30-Nov-15 (Mon)	30-Nov-15 (Mon)	26/10/2015	28/09/2015	YES	
DECEMBER	FORTNIGHTLY	6-Dec-15 (Sun)	3-Dec-15 (Thu)	7-Dec-15 (Mon)	7-Dec-15 (Mon)	8-Dec-15 (Tue)	8-Dec-15 (Tue)	9-Dec-15 (Wed)	9-Dec-15 (Wed)	23/11/2015	28/09/2015	NO	
DECEMBER	FORTNIGHTLY	20-Dec-15 (Sun)	17-Dec-15 (Thu)	21-Dec-15 (Mon)	21-Dec-15 (Mon)	22-Dec-15 (Tue)	22-Dec-15 (Tue)	23-Dec-15 (Wed)	23-Dec-15 (Wed)	23/11/2015	28/09/2015	NO	
DECEMBER	MONTHLY	31-Dec-15 (Thu)	24-Dec-15 (Thu)	29-Dec-15 (Tue)	29-Dec-15 (Tue)	30-Dec-15 (Wed)	30-Dec-15 (Wed)	31-Dec-15 (Thu)	31-Dec-15 (Thu)	23/11/2015	28/09/2015	YES	Note: we can bring this payroll forward if you have a shutdown period during Christmas
JANUARY	FORTNIGHTLY	3-Jan-16 (Sun)	31-Dec-15 (Thu)	4-Jan-16 (Mon)	4-Jan-16 (Mon)	5-Jan-16 (Tue)	5-Jan-16 (Tue)	6-Jan-16 (Wed)	6-Jan-16 (Wed)	21/12/2015	21/12/2015	NO	
JANUARY	FORTNIGHTLY	17-Jan-16 (Sun)	14-Jan-16 (Thu)	18-Jan-16 (Mon)	18-Jan-16 (Mon)	19-Jan-16 (Tue)	19-Jan-16 (Tue)	20-Jan-16 (Wed)	20-Jan-16 (Wed)	21/12/2015	21/12/2015	NO	
JANUARY	MONTHLY	31-Jan-16 (Sun)	25-Jan-16 (Mon)	27-Jan-16 (Wed)	27-Jan-16 (Wed)	28-Jan-16 (Thu)	28-Jan-16 (Thu)	29-Jan-16 (Fri)	29-Jan-16 (Fri)	21/12/2015	21/12/2015	NO	
JANUARY	FORTNIGHTLY	31-Jan-16 (Sun)	28-Jan-16 (Thu)	1-Feb-16 (Mon)	1-Feb-16 (Mon)	2-Feb-16 (Tue)	2-Feb-16 (Tue)	3-Feb-16 (Wed)	3-Feb-16 (Wed)	21/12/2015	21/12/2015	YES	
FEBRUARY	FORTNIGHTLY	14-Feb-16 (Sun)	11-Feb-16 (Thu)	15-Feb-16 (Mon)	15-Feb-16 (Mon)	16-Feb-16 (Tue)	16-Feb-16 (Tue)	17-Feb-16 (Wed)	17-Feb-16 (Wed)	1/02/2016	21/12/2015	NO	
FEBRUARY	MONTHLY	29-Feb-16 (Mon)	22-Feb-16 (Mon)	24-Feb-16 (Wed)	24-Feb-16 (Wed)	25-Feb-16 (Thu)	25-Feb-16 (Thu)	26-Feb-16 (Fri)	26-Feb-16 (Fri)	1/02/2016	21/12/2015	NO	
FEBRUARY	FORTNIGHTLY	28-Feb-16 (Sun)	25-Feb-16 (Thu)	29-Feb-16 (Mon)	29-Feb-16 (Mon)	1-Mar-16 (Tue)	1-Mar-16 (Tue)	2-Mar-16 (Wed)	2-Mar-16 (Wed)	1/02/2016	21/12/2015	YES	
MARCH	FORTNIGHTLY	13-Mar-16 (Sun)	10-Mar-16 (Thu)	14-Mar-16 (Mon)	14-Mar-16 (Mon)	15-Mar-16 (Tue)	15-Mar-16 (Tue)	16-Mar-16 (Wed)	16-Mar-16 (Wed)	29/02/2016	21/12/2015	NO	
MARCH	MONTHLY	31-Mar-15 (Tue)	21-Mar-16 (Mon)	22-Mar-16 (Tue)	22-Mar-16 (Tue)	23-Mar-16 (Wed)	23-Mar-16 (Wed)	24-Mar-16 (Thu)	24-Mar-16 (Thu)	29/02/2016	21/12/2015	NO	
MARCH	FORTNIGHTLY	27-Mar-16 (Sun)	24-Mar-16 (Thu)	28-Mar-16 (Mon)	28-Mar-16 (Mon)	29-Mar-16 (Tue)	29-Mar-16 (Tue)	30-Mar-16 (Wed)	30-Mar-16 (Wed)	29/02/2016	21/12/2015	YES	
APRIL	FORTNIGHTLY	10-Apr-16 (Sun)	7-Apr-16 (Thu)	11-Apr-16 (Mon)	11-Apr-16 (Mon)	12-Apr-16 (Tue)	12-Apr-16 (Tue)	13-Apr-16 (Wed)	13-Apr-16 (Wed)	28/03/2016	28/03/2016	NO	
APRIL	MONTHLY	30-Apr-16 (Sat)	18-Apr-16 (Mon)	20-Apr-16 (Wed)	20-Apr-16 (Wed)	21-Apr-16 (Thu)	21-Apr-16 (Thu)	22-Apr-16 (Fri)	22-Apr-16 (Fri)	28/03/2016	28/03/2016	NO	
APRIL	FORTNIGHTLY	24-Apr-16 (Sun)	21-Apr-16 (Thu)	25-Apr-16 (Mon)	25-Apr-16 (Mon)	26-Apr-16 (Tue)	26-Apr-16 (Tue)	27-Apr-16 (Wed)	27-Apr-16 (Wed)	28/03/2016	28/03/2016	YES	
MAY	FORTNIGHTLY	8-May-16 (Sun)	5-May-16 (Thu)	9-May-16 (Mon)	9-May-16 (Mon)	10-May-16 (Tue)	10-May-16 (Tue)	11-May-16 (Wed)	11-May-16 (Wed)	25/04/2016	28/03/2016	NO	
MAY	FORTNIGHTLY	22-May-16 (Sun)	19-May-16 (Thu)	23-May-16 (Mon)	23-May-16 (Mon)	24-May-16 (Tue)	24-May-16 (Tue)	25-May-16 (Wed)	25-May-16 (Wed)	25/04/2016	28/03/2016	NO	
MAY	MONTHLY	31-May-16 (Tue)	25-May-16 (Wed)	27-May-16 (Fri)	27-May-16 (Fri)	30-May-16 (Mon)	30-May-16 (Mon)	31-May-16 (Tue)	31-May-16 (Tue)	25/04/2016	28/03/2016	YES	
JUNE	FORTNIGHTLY	5-Jun-16 (Sun)	2-Jun-16 (Thu)	6-Jun-16 (Mon)	6-Jun-16 (Mon)	7-Jun-16 (Tue)	7-Jun-16 (Tue)	8-Jun-16 (Wed)	8-Jun-16 (Wed)	23/05/2016	28/03/2016	NO	
JUNE	FORTNIGHTLY	19-Jun-16 (Sun)	16-Jun-16 (Thu)	20-Jun-16 (Mon)	20-Jun-16 (Mon)	21-Jun-16 (Tue)	21-Jun-16 (Tue)	22-Jun-16 (Wed)	22-Jun-16 (Wed)	23/05/2016	28/03/2016	NO	
JUNE	MONTHLY	30-Jun-15 (Tue)	27-Jun-16 (Mon)	28-Jun-16 (Tue)	28-Jun-16 (Tue)	29-Jun-16 (Wed)	29-Jun-16 (Wed)	30-Jun-16 (Thu)	30-Jun-16 (Thu)	23/05/2016	28/03/2016	YES	