

PART TIME TEACHERS PAYMENT SCHEDULE

January 2024– December 2024

Pay Cycle	Week no	Commencing Monday	Week no	Commencing Monday	Submit Claims to Head Office	Payment Date
01	19	04/12/2023	20	11/12/2023	11/12/2023	05/01/2024
02	21	18/12/2023	22	25/12/2023	04/01/2024	19/01/2024
03	23	01/01/2024	24	08/01/2024	16/01/2024	02/02/2024
04	25	15/01/2024	26	22/01/2024	30/01/2024	16/02/2024
05	27	29/01/2024	28	05/02/2024	13/02/2024	01/03/2024
06	29	12/02/2024	30	19/02/2024	27/02/2024	15/03/2024
07	31	26/02/2024	32	04/03/2024	12/03/2024	29/03/2024
08	33	11/03/2024	34	18/03/2024	26/03/2024	12/04/2024
09	35	25/03/2024	36	01/04/2024	09/04/2024	26/04/2024
10	37	08/04/2024	38	15/04/2024	23/04/2024	10/05/2024
11	39	22/04/2024	40	29/04/2024	07/05/2024	24/05/2024
12	41	06/05/2024	42	13/05/2024	21/05/2024	07/06/2024
13	43	20/05/2024	44	27/05/2024	04/06/2024	21/06/2024
14	45	03/06/2024	46	10/06/2024	18/06/2024	05/07/2024
15	47	17/06/2024	48	24/06/2024	02/07/2024	19/07/2024
16	49	01/07/2024	50	08/07/2024	16/07/2024	02/08/2024
17	51	15/07/2024	52	22/07/2024	30/07/2024	16/08/2024
18	01	29/07/2024	02	05/08/2024	13/08/2024	30/08/2024
19	03	12/08/2024	04	19/08/2024	27/08/2024	13/09/2024
20	05	26/08/2024	06	02/09/2024	10/09/2024	27/09/2024
21	07	09/09/2024	08	16/09/2024	24/09/2024	11/10/2024
22	09	23/09/2024	10	30/09/2024	08/10/2024	25/10/2024
23	11	07/10/2024	12	14/10/2024	22/10/2024	08/11/2024
24	13	21/10/2024	14	28/10/2024	05/11/2024	22/11/2024
25	15	04/11/2024	16	11/11/2024	TBC	06/12/2024
26	17	18/11/2024	18	25/11/2024	TBC	20/12/2024

The day for Centre Approvers submitting DCS claims to payroll will be **Tuesday** unless otherwise stated.

HR Dept. will issue notifications via the system, every cycle, to Tutors, Coordinators and Approvers, outlining the dates that the next cycle's timesheets have to be submitted by, to ensure employees are paid on payment date.

To qualify for payment for public holidays, an employee must have worked 40 hours in the five weeks previous to the public holiday. To be paid for scheduled hours, an employee must submit a timesheet for the week that the public holiday falls even if no hours were worked during that period.