

| 4 Week Ending | 1 st Timesheet Deadline 9:30 am (Tuesday) | Pay Date (Wednesday) | 2 nd Timesheet Deadline 9.30 am (Thursday) |
|---------------|---|-------------------------|--|
| 24/12/2017 | 26/12/2017 | 27/12/2017 | 28/12/2017 |
| 21/01/2018 | 23/01/2018 | 24/01/2018 | 25/01/2018 |
| 18/02/2018 | 20/02/2018 | 21/02/2018 | 22/02/2018 |
| 18/03/2018 | 20/03/2018 | 21/03/2018 | 22/03/2018 |
| 15/04/2018 | 17/04/2018 | 18/04/2018 | 19/04/2018 |
| 13/05/2018 | 15/05/2018 | 16/05/2018 | 17/05/2018 |
| 10/06/2018 | 12/06/2018 | 13/06/2018 | 14/06/2018 |
| 08/07/2018 | 10/07/2018 | 11/07/2018 | 12/07/2018 |
| 05/08/2018 | 07/08/2018 | 08/08/2018 | 09/08/2018 |
| 02/09/2018 | 04/09/2018 | 05/09/2018 | 06/09/2018 |
| 30/09/2018 | 02/10/2018 | 03/10/2018 | 04/10/2018 |
| 28/10/2018 | 30/10/2018 | 31/10/2018 | 01/11/2018 |
| 25/11/2018 | 27/11/2018 | 28/11/2018 | 29/11/2018 |
| 23/12/2018 | 25/12/2018 | 26/12/2018 | 27/12/2018 |

Please note that these are the dates that we pay contractors providing that we have received approved timesheets.

Please submit your timesheets on a weekly basis and if you have not worked a week, please tick the box called "I did not work for this period" from the relevant timesheet, or submit a "zero" hour timesheet if you submit timesheets on Fieldglass.

For contractors who has just started, the first payment will be processed on the closest pay date.
eg if the start date of contractor is 1 Aug 18, the first payment will be processed on 8 Aug 18. Then every 4 weeks after that.

For contractors who contract through a third-party management company, payment may be received in your account several days later. Please check the individual pay dates of your Management Company.

For pay dates falling on a public holiday, payment is processed on the next working day.