



## PAY SCHEDULE 2024

4-week Ending	1st Timesheet Deadline 9:30 am (Tuesday)	1st Pay Date (Wednesday)	2nd Timesheet Deadline 9:30 am (Thursday)/2nd Pay Date
14/01/2024	16/01/2024	17/01/2024	18/01/2024
11/02/2024	13/02/2024	14/02/2024	15/02/2024
10/03/2024	12/03/2024	13/03/2024	14/03/2024
7/04/2024	9/04/2024	10/04/2024	11/04/2024
5/05/2024	7/05/2024	8/05/2024	9/05/2024
2/06/2024	4/06/2024	5/06/2024	6/06/2024
30/06/2024	2/07/2024	3/07/2024	4/07/2024
28/07/2024	30/07/2024	31/07/2024	1/08/2024
25/08/2024	27/08/2024	28/08/2024	29/08/2024
22/09/2024	24/09/2024	25/09/2024	26/09/2024
20/10/2024	22/10/2024	23/10/2024	24/10/2024
17/11/2024	19/11/2024	20/11/2024	21/11/2024
15/12/2024	17/12/2024	18/12/2024	19/12/2024
12/01/2025	14/01/2025	15/01/2025	16/01/2025

For any queries, please contact Anna Reddy on 02 8346 6719 or [annar@trcgroup.com](mailto:annar@trcgroup.com) Please note that these are the dates that we pay contractors/consultants providing that we have received approved timesheets. **Please submit your timesheets on a weekly basis.**

If you do not work for a week please tick the box labelled "I did not work for this period" for the relevant timesheet, or, if you are using Fieldglass, submit a "zero" hour timesheet.

Your first payment after commencing your new contract will be processed on the closest pay date. Eg if your start date is the 8<sup>th</sup> January then the first payment will be processed on the 17<sup>th</sup> January then every 2 weeks after that. For pay dates that fall on a public holiday, payment is processed the next working day.