



Pay schedule 2026

| 4-week Ending | 1st Timesheet Deadline 9:30 am (Tuesday) | 1st Pay Date (Wednesday) | 2nd Timesheet Deadline 9:30 am (Thursday)/2nd Pay Date |
|---------------|---|-----------------------------|---|
| 11/01/2026 | 13/01/2026 | 14/01/2026 | 15/01/2026 |
| 08/02/2026 | 10/02/2026 | 11/02/2026 | 12/02/2026 |
| 08/03/2026 | 10/03/2026 | 11/03/2026 | 12/03/2026 |
| 05/04/2026 | 07/04/2026 | 08/04/2026 | 09/04/2026 |
| 03/05/2026 | 05/05/2026 | 06/05/2026 | 07/05/2026 |
| 31/05/2026 | 02/06/2026 | 03/06/2026 | 04/06/2026 |
| 28/06/2026 | 30/06/2026 | 01/07/2026 | 02/07/2026 |
| 26/07/2026 | 28/07/2026 | 29/07/2026 | 30/07/2026 |
| 23/08/2026 | 25/08/2026 | 26/08/2026 | 27/08/2026 |
| 20/09/2026 | 22/09/2026 | 23/09/2026 | 24/09/2026 |
| 18/10/2026 | 20/10/2026 | 21/10/2026 | 22/10/2026 |
| 15/11/2026 | 17/11/2026 | 18/11/2026 | 19/11/2026 |
| 13/12/2026 | 15/12/2026 | 16/12/2026 | 17/12/2026 |

If you have any questions, please contact Anna Reddy at 02 8346 6719 or annar@therecruitmentcompany.com

Payments to contractors are made on the specified pay dates, provided approved timesheets are received no later than Tuesday at 9:30am. Please ensure timesheets are submitted weekly.

If you do NOT work during a week:

For Astute timesheets, select the "I did not work for this period" option.

For Beeline timesheets, enter a comment in the comment field stating you did not work.

For Fieldglass timesheets, submit a timesheet with "zero" hours.

Your first payment will align with the closest scheduled pay date after your contract starts. For example, if your start date is 5th January, the first payment will be made on 14th January, followed by payments every two weeks.

If a pay date falls on a public holiday, payments will be processed on the next working day.