



PAY SCHEDULE 2025

Fortnight Ending	1st Timesheet Deadline 9:30 am (Tuesday)	1st Pay Date (Wednesday)	2nd Timesheet Deadline 9:30 am (Thursday)/2nd Pay Date
15/12/2024	17/12/2024	18/12/2024	19/12/2024
12/01/2025	14/01/2025	15/01/2025	16/01/2025
9/02/2025	11/02/2025	12/02/2025	13/02/2025
9/03/2025	11/03/2025	12/03/2025	13/03/2025
6/04/2025	8/04/2025	9/04/2025	10/04/2025
4/05/2025	6/05/2025	7/05/2025	8/05/2025
1/06/2025	3/06/2025	4/06/2025	5/06/2025
29/06/2025	1/07/2025	2/07/2025	3/07/2025
27/07/2025	29/07/2025	30/07/2025	31/07/2025
24/08/2025	26/08/2025	27/08/2025	28/08/2025
21/09/2025	23/09/2025	24/09/2025	25/09/2025
19/10/2025	21/10/2025	22/10/2025	23/10/2025
16/11/2025	18/11/2025	19/11/2025	20/11/2025
14/12/2025	16/12/2025	17/12/2025	18/12/2025
11/01/2026	13/01/2026	14/01/2026	15/01/2026

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 9:30 am. 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 8th January, the first payment will be made on 15th 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.