

## Peoplebank Pay Cycle: Monthly

- **MONTHLY timesheet submission cut-off is 2nd BUSINESS DAY** for the previous calendar month.
- **MONTHLY EFT** transmission is 5th BUSINESS DAY (for changes to EFT dates due to Public Holidays refer to table below).
- Please allow **1 to 2 days** from the transmission (EFT) date for payments to reach your Bank Account.
- Timesheets to be Faxed to: **1300 655 630**.
- Payroll Queries Phone No: **1300 871 899**.
- Invoices are required by incorporated entities not utilising our RCTI service by **2nd BUSINESS DAY**.

**Please note: due to the following public holidays the revised EFT dates below will apply...**

Month Ending	Public Holiday	State	Timesheet Submission Cut-off	Date Pays Transmitted (EFT'd) by Peoplebank
31/12/2011	02/01/2012 Monday	All States	04/01/2012 Wednesday	09/01/2012 Monday
31/03/2012	06/04/2012 Friday ( Good Friday) 09/04/2012 Monday ( Easter Monday )	All States	03/04/2012 Tuesday	10/04/2012 Tuesday
30/09/2012	01/10/2012 Monday	All States	03/10/2012 Wednesday	08/10/2012 Monday
30/12/2012	01/01/2013 Tuesday	All States	03/01/2013 Thursday	08/01/2012 Tuesday

\* Due to ACT public holiday