

## 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
31/12/2009	01/01/2010 Friday	All States	05/01/10 Tuesday	08/01/2010 Friday
31/03/2010	02/04/2010 Friday 05/04/2010 Monday	All States	06/04/2010 Tuesday	09/04/2010 Friday
30/09/2010	04/10/2010 Monday	All States	05/10/2010 Tuesday	08/10/2010 Friday
31/10/2010	02/11/2010 Tuesday	*All States	03/11/2010 Wednesday	08/11/2010 Friday
31/12/2010	03/01/2011 Monday	All States	05/01/2011 Wednesday	10/11/2011 Tuesday

\* Due to ACT public holiday