

IMPERIAL

Casual Worker Payroll Deadlines

Month	Deadline for fully approved timesheets	Date pay credited to bank account
October 2024	10 th October 2024	24 th October 2024
November 2024	8 th November 2024	22 nd November 2024
December 2024	6 th December 2024	20 th December 2024
January 2025	10 th January 2025	24 th January 2025

Please note:

- The deadline is 17:00 on each of the dates listed.
- The deadline is for fully approved timesheets. The timesheet must be Level 1 and Level 2 approved by the relevant approvers in the Casual Worker Management System. Workers should liaise with their hiring manager on internal departmental deadlines in order to meet these centralised submission deadlines.