

DRAFT EMAIL TO BE PROVIDED TO ALL AFFECTED EMPLOYEES

I am writing to advise you of the one-off use of a new payroll processing arrangement for the pay period ending on Wednesday 1 July 2015.

As you will be aware, salary payments to all employees are made fortnightly and there are normally 26 pay days each year. However, approximately once every 11 years, there are 27 pay days in a financial year. The next 27th pay will occur on Wednesday 1 July 2015.

While payrolls are normally processed on the Tuesday preceding the pay date, Budget funding for the 27th pay is not available until the 2015-16 appropriation is received by each Agency on Wednesday 1 July 2015, which means that salary payment cannot be processed on Tuesday 30 June 2015 as would normally occur.

Temporary Payroll Date Change

Therefore, for the pay date of 1 July 2015, a one-off payroll processing arrangement will be undertaken where all employee pays will be processed early in the morning of Wednesday 1 July 2015 and will be made available in employee bank accounts by 9:00 am. No pays will be available in employee bank accounts on Tuesday 30 June 2015.

Does this mean I am getting paid late?

No. Under award arrangements employees are required to have their pay available to them by close of business on the relevant pay date. Under the one-off payroll processing arrangement your pay will be available by 9:00 am on your pay date.

Will this process be used again?

Please note that this is a one-off change and that future pays after 1 July 2015 will be processed and made available in accordance with established arrangements. The process will only be used in exceptional circumstances (like a 27th pay) with notice to all staff.

What do I need to do?

Most likely nothing. However, if you have any direct debit arrangements in place which operate on the Tuesday of pay week, you may need to review these arrangements, as a one-off change, and contact your bank to revise the debit date to Wednesday 1 July 2015.

The new one-off processing arrangement has been fully tested and I do not envisage that any problems will be experienced by employees. However, if you do not receive payment in your bank account by 12:00 pm on Wednesday 1 July 2015, please contact your HR branch immediately.

Further Information

If you have any concerns or questions in relation to the one-off payroll processing arrangement please contact your Head of Agency or your supervisor or HR Branch.