

4 weekly Roster Start Date	Open to requests on	Closed to requests on	Partial Approval Date	Roster Completion/Full Approval (Publication) date
09-Oct-23	12-Jun-23	10-Jul-23	07-Aug-23	14-Aug-23
06-Nov-23	10-Jul-23	07-Aug-23	04-Sep-23	11-Sep-23
04-Dec-23	07-Aug-23	04-Sep-23	02-Oct-23	09-Oct-23
01-Jan-24	04-Sep-23	02-Oct-23	30-Oct-23	06-Nov-23
29-Jan-24	02-Oct-23	30-Oct-23	27-Nov-23	04-Dec-23
26-Feb-24	30-Oct-23	27-Nov-23	22-Dec-23	29-Dec-23
25-Mar-24	27-Nov-23	25-Dec-23	22-Jan-24	29-Jan-24
22-Apr-24	25-Dec-23	22-Jan-24	19-Feb-24	26-Feb-24
20-May-24	22-Jan-24	19-Feb-24	18-Mar-24	25-Mar-24
17-Jun-24	19-Feb-24	18-Mar-24	15-Apr-24	22-Apr-24
15-Jul-24	18-Mar-24	15-Apr-24	13-May-24	20-May-24
12-Aug-24	15-Apr-24	13-May-24	10-Jun-24	17-Jun-24
09-Sep-24	13-May-24	10-Jun-24	08-Jul-24	15-Jul-24
07-Oct-24	10-Jun-24	08-Jul-24	05-Aug-24	12-Aug-24
04-Nov-24	08-Jul-24	05-Aug-24	02-Sep-24	09-Sep-24
02-Dec-24	05-Aug-24	02-Sep-24	30-Sep-24	07-Oct-24
30-Dec-24	02-Sep-24	30-Sep-24	28-Oct-24	04-Nov-24

All Lockdown required by 12 noon Every Monday	Payroll extract to take place (Monday):	Rosters NOT to be unlocked between:		Payroll reporting period	Pay month	Pay Day
Every Monday	6 th March 2023	6 th March 2023	9 th March 2023	6 th February - 5 th March 2023	March 2023	28 th March 2023
Every Monday	3 rd April 2023	3 rd April 2023	6 th April 2023	6 th March – 2 nd April 2023	April 2023	28 th April 2023
Every Monday	1 st May 2023	1 st May 2023	4 th May 2023	3 rd April – 30 th April 2023	May 2023	26 th May 2023
Every Monday	5 th June 2023	5 th June 2023	8 th June 2023	1 st May – 4 th June 2023	June 2023	28 th June 2023
Every Monday	3 rd July 2023	3 rd July 2023	6 th July 2023	5 th June – 2 nd July 2023	July 2023	28 th July 2023
Every Monday	7 th August 2023	7 th August 2023	10 th August 2023	3 rd July – 6 th August 2023	August 2023	25 th August 2023
Every Monday	4 th September 2023	4 th September 2023	7 th September 2023	7 th August – 3 rd September 2023	September 2023	28 th September 2023
Every Monday	2 nd October 2023	2 nd October 2023	5 th October 2023	4 th September – 1 st October 2023	October 2023	27 th October 2023
Every Monday	6 th November 2023	6 th November 2023	9 th November 2023	2 nd October – 5 th November 2023	November 2023	28 th November 2023
Every Monday	4 th December 2023	4 th December 2023	7 th December 2023	6 th November – 3 rd December 2023	December 2023	21 st December 2023
Every Monday	1 st January 2024	1 st January 2024	4 th January 2024	4 th December -31 st December 2023	January 2024	26 th January 2024
Every Monday	5 th February 2024	5 th February 2024	8 th February 2024	1 st January – 4 th February 2024	February 2024	28 th February 2024
Every Monday	4 th March 2024	4 th March 2024	7 th March 2024	5 th February – 3 rd March 2024	March 2024	28 th March 2024
Every Monday	1 st April 2024	1 st April 2024	4 th April 2024	4 th March – 31 March 2024	April 2024	26 th April 2024
Every Monday	6 TH May 2024	6 th May 2024	9 th May 2024	1 st April – 5 th May 2024	May 2024	28 th May 2024