

Pay Cycle 2022

Pay Cycle 2022

| Due date | Pay date |
|----------|---------------|
| 21-Jan | 28-Jan |
| 4-Feb | 11-Feb |
| 18-Feb | 25-Feb |
| 4-Mar | 11-Mar |
| 18-Mar | 25-Mar |
| 1-Apr | 8-Apr |
| 15-Apr | 22-Apr |
| 29-Apr | 6-May |
| 13-May | 20-May |
| 27-May | 3-Jun |
| 10-Jun | 17-Jun |
| 24-Jun | 1-Jul |
| 8-Jul | 15-Jul |
| 22-Jul | 29-Jul |
| 5-Aug | 12-Aug |
| 19-Aug | 26-Aug |
| 2-Sep | 9-Sep |
| 16-Sep | 23-Sep |
| 30-Sep | 7-Oct |
| 14-Oct | 21-Oct |
| 28-Oct | 4-Nov |
| 11-Nov | 18-Nov |
| 25-Nov | 2-Dec |
| 9-Dec | 16-Dec |
| 23-Dec | To be advised |

| PERIOD COVER | |
|--------------|--------|
| From | to |
| Previous | 21-Jan |
| 22-Jan | 4-Feb |
| 5-Feb | 18-Feb |
| 19-Feb | 4-Mar |
| 5-Mar | 18-Mar |
| 19-Mar | 1-Apr |
| 2-Apr | 15-Apr |
| 16-Apr | 29-Apr |
| 30-Apr | 13-May |
| 14-May | 27-May |
| 28-May | 10-Jun |
| 11-Jun | 24-Jun |
| 25-Jun | 8-Jul |
| 9-Jul | 22-Jul |
| 23-Jul | 5-Aug |
| 6-Aug | 19-Aug |
| 20-Aug | 2-Sep |
| 3-Sep | 16-Sep |
| 17-Sep | 30-Sep |
| 1-Oct | 14-Oct |
| 15-Oct | 28-Oct |
| 29-Oct | 11-Nov |
| 12-Nov | 25-Nov |
| 26-Nov | 9-Dec |
| 10-Dec | 23-Dec |

| cycle |
|-------|
| 201 |
| 202 |
| 203 |
| 204 |
| 205 |
| 206 |
| 207 |
| 208 |
| 209 |
| 210 |
| 211 |
| 212 |
| 213 |
| 214 |
| 215 |
| 216 |
| 217 |
| 218 |
| 219 |
| 220 |
| 221 |
| 222 |
| 223 |
| 224 |
| 225 |

Please note:

Lesson date and duration MUST be 100% accurate.

Lesson proof must be checked and completed prior to submitting the time sheet for each lesson. You are responsible of producing this document on our request.

Late timesheet must be notified in writing by emailing accounts@excellentlearning.com.au

Any changes of duration, date, venue, communication, issues, etc must be notified in writing by emailing accounts@excellentlearning.com.au

*Another Successful Year!
Thank You Team.*

Due Date: Your time sheet **MUST be submitted by no later than 11:59 pm on the due date** for it to be processed for the current pay cycle.

We suggest that you report the lesson immediately after it has finished to maintain accuracy.

Period Cover:

Any time after the current "Period Cover" is considered LATE & there will be delays in payment. You must notify us in writing immediately then claim for the lesson on line with written notes.

You will NOT be paid until we have received full payments from the client.

Payments may be affected in the case of dispute.

Pay Date: Your pay will be completed by no later than 6pm of the "Pay Date". We **DO NOT** take into account your bank processing time.

ONLY contact us on the Wednesday after the "Pay day" for queries regarding your pay.

