

Pay Day Schedule – Cycle 2

| First Monday on the timesheet | Last Sunday on the timesheet | Pay Day |
|--------------------------------|--------------------------------|--|
| | Date to post your timesheets | |
| Monday 1 November 2021 | Sunday 28 November 2021 | Friday 3 December 2021 |
| Monday 29 November 2021 | Sunday 26 December 2021 | Friday 31 December 2021 (email early B/H) |
| Monday 27 December 2021 | Sunday 23 January 2022 | Friday 28 January 2022 |
| Monday 24 January 2022 | Sunday 20 February 2022 | Friday 25 February 2022 |
| Monday 21 February 2022 | Sunday 20 March 2022 | Friday 25 March 2022 |
| Monday 21 March 2022 | Sunday 17 April 2022 | Friday 22 April 2022 (email early B/H) |
| Monday 18 April 2022 | Sunday 15 May 2022 | Friday 20 May 2022 |
| Monday 16 May 2022 | Sunday 12 June 2022 | Friday 17 June 2022 |
| Monday 13 June 2022 | Sunday 10 July 2022 | Friday 15 July 2022 |
| Monday 11 July 2022 | Sunday 7 August 2022 | Friday 12 August 2022 |
| Monday 8 August 2022 | Sunday 4 September 2022 | Friday 9 September 2022 |
| Monday 5 September 2022 | Sunday 2 October 2022 | Friday 7 October 2022 |
| Monday 3 October 2022 | Sunday 30 October 2022 | Friday 4 November 2022 |
| Monday 31 October 2022 | Sunday 27 November 2022 | Friday 2 December 2022 |
| Monday 28 November 2022 | Sunday 25 December 2022 | Friday 30 December 2022 (email early B/H) |

Please ensure you send your timesheets on a regular 4 weekly basis (on the date in the middle column above). Timesheets must reach JMA by the MONDAY of the week your pay day falls. This payday schedule forms part of the terms and conditions of your contract with JMA.