

2022 e-Claims Pay Guidelines								
Months	Weeks worked (week ending Sunday)					Claims Deadline (For Workers)	Approver Deadline (For Approvers)	Pay day
January	05-Dec	12-Dec	19-Dec	26-Dec		Tuesday 4th January	Friday 7th January	28-Jan
February	02-Jan	09-Jan	16-Jan	23-Jan	30-Jan	Monday 31st January	Friday 4th February	25-Feb
March	06-Feb	13-Feb	20-Feb	27-Feb		Monday 7th March	Friday 11th March	30-Mar
April	06-Mar	13-Mar	20-Mar	27-Mar		Monday 4th April	Friday 8th April	28-Apr
May	03-Apr	10-Apr	17-Apr	24-Apr		Monday 2nd May	Friday 6th May	30-May
June	01-May	08-May	15-May	22-May	29-May	Monday 6th June	Friday 10th June	29-Jun
July	05-Jun	12-Jun	19-Jun	26-Jun		Monday 4th July	Friday 8th July	28-Jul
August	03-Jul	10-Jul	17-Jul	24-Jul	31-Jul	Monday 1st Aug	Friday 5th Aug	30-Aug
September	07-Aug	14-Aug	21-Aug	28-Aug		Monday 5th September	Friday 9th September	29-Sep
October	04-Sep	11-Sep	18-Sep	25-Sep		Monday 3rd October	Friday 7th October	28-Oct
November	02-Oct	09-Oct	16-Oct	23-Oct	30-Oct	Monday 31st October	Friday 4th November	29-Nov
December	06-Nov	13-Nov	20-Nov	27-Nov		Monday 28th November	Wednesday 30th November*	22-Dec

* Please note early approval date due to Christmas pay date