



# Excellentlearning.com.au

## Pay Cycle 2019

### Pay Cycle 2019

Due date	Pay date
25-Jan	01-Feb
08-Feb	15-Feb
22-Feb	01-Mar
08-Mar	15-Mar
22-Mar	29-Mar
05-Apr	12-Apr
19-Apr	26-Apr
03-May	10-May
17-May	24-May
31-May	07-Jun
14-Jun	21-Jun
28-Jun	05-Jul
12-Jul	19-Jul
26-Jul	02-Aug
09-Aug	16-Aug
23-Aug	30-Aug
06-Sep	13-Sep
20-Sep	27-Sep
04-Oct	11-Oct
18-Oct	25-Oct
01-Nov	08-Nov
15-Nov	22-Nov
29-Nov	06-Dec
13-Dec	20-Dec
27-Dec	To be advised

PERIOD COVER	
From	to
Previous	25-Jan
26-Jan	08-Feb
09-Feb	22-Feb
23-Feb	08-Mar
09-Mar	22-Mar
23-Mar	05-Apr
06-Apr	19-Apr
20-Apr	03-May
04-May	17-May
18-May	31-May
01-Jun	14-Jun
15-Jun	28-Jun
29-Jun	12-Jul
13-Jul	26-Jul
27-Jul	09-Aug
10-Aug	23-Aug
24-Aug	06-Sep
07-Sep	20-Sep
21-Sep	04-Oct
05-Oct	18-Oct
19-Oct	01-Nov
02-Nov	15-Nov
16-Nov	29-Nov
30-Nov	13-Dec
14-Dec	27-Dec

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**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](mailto:accounts@excellentlearning.com.au)

Any changes of duration, date, venue, communication, issues, etc must be notified in writing by emailing [accounts@excellentlearning.com.au](mailto:accounts@excellentlearning.com.au)

*Another Successful Year!  
Thank you.*

**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 avoid delays.*

**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.**