



Excellentlearning.com.au

Pay Cycle 2020

Pay Cycle 2020

Due date	Pay date
24-Jan	31-Jan
7-Feb	14-Feb
21-Feb	28-Feb
6-Mar	13-Mar
20-Mar	27-Mar
3-Apr	10-Apr
17-Apr	24-Apr
1-May	8-May
15-May	22-May
29-May	5-Jun
12-Jun	19-Jun
26-Jun	3-Jul
10-Jul	17-Jul
24-Jul	31-Jul
7-Aug	14-Aug
21-Aug	28-Aug
4-Sep	11-Sep
18-Sep	25-Sep
2-Oct	9-Oct
16-Oct	23-Oct
30-Oct	6-Nov
13-Nov	20-Nov
27-Nov	4-Dec
11-Dec	18-Dec
25-Dec	To be advised

PERIOD COVER		cycle
From	to	
Previous	24-Jan	001
25-Jan	7-Feb	002
8-Feb	21-Feb	003
22-Feb	6-Mar	004
7-Mar	20-Mar	005
21-Mar	3-Apr	006
4-Apr	17-Apr	007
18-Apr	1-May	008
2-May	15-May	009
16-May	29-May	010
30-May	12-Jun	011
13-Jun	26-Jun	012
27-Jun	10-Jul	013
11-Jul	24-Jul	014
25-Jul	7-Aug	015
8-Aug	21-Aug	016
22-Aug	4-Sep	017
5-Sep	18-Sep	018
19-Sep	2-Oct	019
3-Oct	16-Oct	020
17-Oct	30-Oct	021
31-Oct	13-Nov	022
14-Nov	27-Nov	023
28-Nov	11-Dec	024
12-Dec	25-Dec	025

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.

