

HUMAN RESOURCES DIVISION



- 01 PAY DATES (WEEK 2)
- 01 PAYROLL PROCESSING
- 01 PUBLIC HOLIDAYS
- 01 UNIVERSITY CLOSED

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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www.deakin.edu.au/staffconnect

StaffConnect gives you online access to your HR information.

- > View and print payslips and payment summaries
- > Change bank details
- > Submit casual hours, overtime and some allowance requests
- > View leave balances and request leave
- > Change your work pattern
- > Update personal details and emergency contacts
- > View qualifications and deductions
- > Register for training

Team leaders can access information about their staff using StaffConnect

- > View team list
- > Approve leave, payment and training requests

Requests for payment submitted via StaffConnect will be processed in the next payroll cycle after approval has been received. Ensure adequate time is given for your supervisor to complete the approval process.

In 2012 the HRD will focus on delivering more efficient and sustainable services by increasing the use of online technology and decreasing the need for paper forms. We will keep you informed of any relevant changes as we make progress.

Trimester dates:

Trimester 1 – Monday 5 March 2012 to Friday 15 June 2012

Trimester 2 – Monday 9 July 2012 to Friday 12 October 2012

Trimester 3 – Monday 12 November 2012 to Friday 22 February

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JANUARY

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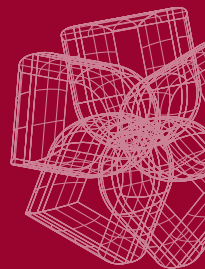
FEBRUARY

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MARCH

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17	18	19	20	21	22	23
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