

## **P&C Services End of Year Processing Timelines**

### **November 2024**

<b>8th</b>	Advertising cut off for positions to be open for 4 weeks (Labor Market Testing). Must have VMRG approved no later than Wednesday 8 <sup>th</sup> November.
<b>26<sup>th</sup></b>	Advertising cut off for positions to be open for 2 weeks. Must have VMRG approved by Wednesday 29 <sup>th</sup> November.
<b>28th</b>	Fixed Term Extensions must be approved by VMRG for contracts ending up to 1 <sup>st</sup> January 2025.
<b>30th</b>	Last day to submit Recommendation to Appoint to have a contract issued for start date up to 2 <sup>nd</sup> January 2025 ( <i>Note a start date cannot be between 24 December 2024 and 1 January 2025 as University is closed</i> )

### **December 2024**

<b>6th</b>	Casual professional and academic timesheets must be submitted and approved to meet pay run for 13 <sup>th</sup> December
<b>9th</b>	Fraction and higher duties requests must be fully approved to actioned and paid over the university closure period.
<b>11th</b>	All contracts (including reengagements) must be accepted for payment over the university closure period.
<b>17th</b>	Casual professional and academic timesheets must be submitted and approved to meet pay run for 27 <sup>th</sup> December.
<b>10th</b>	Advertising Closed from this date until 2 January 2024. This is the last date for panels to receive applications for open jobs.
<b>24th</b>	University closes 1 pm

### **January 2024**

<b>2nd</b>	University Reopens
<b>2nd</b>	All services open as normal/Advertising recommences.