

People & Culture Services – 2026 End of Year Processing Calendar

November 2026

09



4 week Advertising cut off

*Positions requiring 4 weeks advertising need VMRG approval by Mon 02 Nov.

23



2 week Advertising cut off

*Positions requiring 2 weeks advertising require VMRG approval by Mon 16 Nov.

23



All advertising closed from this date until 5 Jan. 2027

This is the last date for panels to receive applications for open jobs.

26



RTA submissions for new contracts commencing from 11 Jan. 2027

December 2026

04



Timesheets must be submitted and approved for all Casual professional and academics to meet pay run deadline for fortnight ending 11 Dec.

05



Fixed Term Extensions for contracts ending up to 08 Jan. 2027

VMRG Approvals for required by 04 Dec.

09



Fraction and higher duties requests must be fully approved in Service One to be actioned and paid prior to the university closure period.

09



Contracts must be accepted (includes reengagements) to ensure payment over the university closure period.

15



Timesheets must be submitted and approved for all Casual professional and academics to meet pay run deadline for fortnight ending 25 Dec.



Costing Allocation changes must be submitted and approved

24



University closes 1 pm

January 2027

04



University re-opens

04



All services operating as normal > advertising recommences 5th Jan 2027