

People & Culture Services – 2025 End of Year Processing Calendar

November 2025

10



4 week Advertising cut off

*Positions requiring 4 weeks advertising need VMRG approval by 03 Nov.

24



2 week Advertising cut off

*Positions requiring 2 weeks advertising require VMRG approval by 17 Nov.

05



Fixed Term Extensions for contracts ending up to 09 Jan. 2026

VMRG Approvals for required by 05 Dec.

28



RTA submissions for new contracts commencing from 12 Jan. 2026

December 2025

05



Timesheets must be submitted and approved for all Casual professional and academics to meet pay run deadline for fortnight ending 12 Dec.

05



All advertising closed from this date until 2 Jan. 2026

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

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

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

16



Timesheets must be submitted and approved for all Casual professional and academics to meet pay run deadline for fortnight ending 26 Dec.



Costing Allocation changes must be submitted and approved

24



University closes 1 pm

January 2026

02



University re-opens

02



All services operating as normal > advertising recommences