

## FORTNIGHTLY PAY SCHEDULE JULY 2011 TO JUNE 2012

PAY PERIOD		Payment Overnight Date ex Adaptra Group	Weeks in Payment Cycle
From Monday	To Sunday	Friday	
27-Jun-11	10-Jul-11	15-Jul-11	2
11-Jul-11	24-Jul-11	29-Jul-11	2
25-Jul-11	07-Aug-11	12-Aug-11	2
08-Aug-11	21-Aug-11	26-Aug-11	2
22-Aug-11	04-Sep-11	09-Sep-11	2
05-Sep-11	18-Sep-11	23-Sep-11	2
19-Sep-11	02-Oct-11	07-Oct-11	2
03-Oct-11	16-Oct-11	21-Oct-11	2
17-Oct-11	30-Oct-11	04-Nov-11	2
31-Oct-11	13-Nov-11	18-Nov-11	2
14-Nov-11	27-Nov-11	02-Dec-11	2
28-Nov-11	11-Dec-11	16-Dec-11	2
12-Dec-11	18-Dec-11	23-Dec-11	1
19-Dec-11	25-Dec-11	13-Jan-12	1
26-Dec-11	08-Jan-12	13-Jan-12	2
09-Jan-12	22-Jan-12	27-Jan-12	2
23-Jan-12	05-Feb-12	10-Feb-12	2
06-Feb-12	19-Feb-12	24-Feb-12	2
20-Feb-12	04-Mar-12	09-Mar-12	2
05-Mar-12	18-Mar-12	23-Mar-12	2
19-Mar-12	01-Apr-12	05-Apr-12	2
02-Apr-12	15-Apr-12	20-Apr-12	2
16-Apr-12	29-Apr-12	04-May-12	2
30-Apr-12	13-May-12	18-May-12	2
14-May-12	27-May-12	01-Jun-12	2
28-May-12	10-Jun-12	15-Jun-12	2
11-Jun-12	24-Jun-12	29-Jun-12	2

Christmas December 2011 and New Year January 2012 :

Week ending 18th December 2011 will be paid on Friday 23rd December 2011. Week ending 25th December 2011 will be paid on Friday 13th January 2012. **Office will close midday Friday 23rd December 2011 and will re-open on Monday 9th January 2012**

Payment will be made on Thursday 5th April 2012 due to Friday 6th April 2012 being a Good Friday holiday

**Please note:** Timesheets from the previous week should be submitted every Tuesday by the close of business (COB). If timesheets and invoices are not received by COB Tuesday prior to the pay run date then Adaptra Group reserves the right to delay any payments for work completed to an appropriate date. This is very important as it provides Adaptra Group an opportunity to manage customer billing and payments in a timely manner

If you are taking leave please notify us on your LAST TIMESHEET, before going on leave

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