

# HR OPERATIONS



## 2006

November							December						
S	S	M	T	W	T	F	S	S	M	T	W	T	F
F10				1	2	3	F12	30	31				1
	4	5	6	7	8	9		2	3	4	5	6	7
F11	11	12	13	14	15	16	F13	9	10	11	12	13	14
	18	19	20	21	22	23		16	17	18	19	20	21
F12	25	26	27	28	29	30	F14	23	24	25	26	27	28

Christmas Closedown

Last working day: Wednesday 20 Dec 06

Uni Holidays: 21, 22, 27, 28, 29 Dec 06

Public Holidays: 25 & 26 Dec 06, 1 Jan 07

(29 Dec 2006 not Uni Holiday for Trades & Services Staff)

## Human Resources Division

Divisional Director	Karen Haywood
Deputy Divisional Director	Andrew Picouleau
Director, HR Operations	Paul Barton
Director, Organisational Development & Policy	Mary-Anne Gallagher
Director, Workforce Information Systems	Ian Kiddell
Director, Workplace Relations	Andrew Picouleau

## 2007

January							February							March						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
F14		1	2	3	4	5	F16					1	2	F18	31					1
F15	6	7	8	9	10	11	F17	3	4	5	6	7	8	F19	3	4	5	6	7	8
	13	14	15	16	17	18		10	11	12	13	14	15		10	11	12	13	14	15
F16	20	21	22	23	24	25	F18	17	18	19	20	21	22	F20	17	18	19	20	21	22
	27	28	29	30	31		24	25	26	27	28		24	25	26	27	28	29		

  

April							May							June						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
F21		1	2	3	4	5	F23		1	2	3	4	F25	30					1	
	7	8	9	10	11	12		5	6	7	8	9	10		2	3	4	5	6	7
F22	14	15	16	17	18	19	F24	12	13	14	15	16	17	F26	9	10	11	12	13	14
	21	22	23	24	25	26		19	20	21	22	23	24		16	17	18	19	20	21
F23	28	29	30				F25	26	27	28	29	30	31	F1	23	24	25	26	27	28

  

July							August							September						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
F1		1	2	3	4	5	F3			1	2	3	F6	1	2	3	4	5	6	
F2	7	8	9	10	11	12	F4	4	5	6	7	8	9		8	9	10	11	12	13
	14	15	16	17	18	19		11	12	13	14	15	16	F7	15	16	17	18	19	20
F3	21	22	23	24	25	26	F5	18	19	20	21	22	23		22	23	24	25	26	27
	28	29	30	31		25	26	27	28	29	30	F8	29	30						

  

October							November							December						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
F8		1	2	3	4	5	F10					1	2	F12	1	2	3	4	5	6
	6	7	8	9	10	11		3	4	5	6	7	8		8	9	10	11	12	13
F9	13	14	15	16	17	18	F11	10	11	12	13	14	15		15	16	17	18	19	20
	20	21	22	23	24	25		17	18	19	20	21	22	F14	22	23	24	25	26	27
F10	27	28	29	30	31	F12	24	25	26	27	28	29		29	30	31				

## 2007 Public & University Holidays

- New Year's Day - Monday, 1 January
- Australia Day - Friday, 26 January
- Good Friday - Friday, 6 April
- Easter Saturday - Saturday, 7 April
- Easter Monday - Monday, 9 April
- Easter Tuesday - Tuesday, 10 April (university holiday only)
- Anzac Day - Wednesday, 25 April
- Christmas Day - Tuesday, 25 December
- Boxing Day - Wednesday, 26 December

The following are normal working days and are **not** Monash University holidays:

- Labour Day - Monday, 12 March
- Queen's Birthday - Monday, 11 June
- Melbourne Cup - Tuesday, 6 November

## 2007/2008 Christmas/New Year Closedown Dates

- Friday, 21 December 2007
- Monday, 24 December 2007
- Tuesday, 25 December 2007
- Wednesday, 26 December 2007
- Thursday, 27 December 2007
- Friday, 28 December 2007
- Monday, 31 December 2007
- Tuesday, 1 January 2008

## For all HR & payroll advice, please call

HR Inquiries [ext 20400](tel:ext20400)  
 Online Inquiries [ask.monash](http://ask.monash)

## 2008

January							February						
S	S	M	T	W	T	F	S	S	M	T	W	T	F
F14		1	2	3	4		F16						1
F15	5	6	7	8	9	10	F17	2	3	4	5	6	7
	12	13	14	15	16	17		9	10	11	12	13	14
F16	19	20	21	22	23	24	F18	16	17	18	19	20	21
	26	27	28	29	30	31		23	24	25	26	27	28

- Pay dates
- Payroll paperwork deadline
- Public Holidays
- Non Uni Holidays
- Uni holiday/Closedown dates
- F? Pay periods

## Access to Staff Policies, Enterprise Agreements, Staff Forms via the Human Resources Division Website:

[www.adm.monash.edu.au/human-resources](http://www.adm.monash.edu.au/human-resources)

## Employee Self Service (ESS)

Website: <https://eservices.monash.edu.au/ess/>