



DSW CHRISTMAS 2020 SCHEDULE

This Memo is intended for ALL Disability Trust Support Workers

NOVEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

Please Note:

- All Planned Leave requests for the period between the 21st of December 2020 – 29th of January 2021 **MUST** be submitted to your team leader or manager by **Friday 13th November 2020**. Planned leave for this period will not be processed after this date.
- All CIA 'My Timesheet' users approved timesheets are due *Thursday 17th December 5pm*.
- Limited time will be available for any shift discrepancies to be actioned. Please ensure you log in and out at the correct times and SYNC by *9am Monday 21st December 2020*.
- All shift changes **MUST** be communicated to the office as they occur to ensure you are paid accurately.
- The Payroll Team will endeavor to process payments according to the schedule, circumstances out of our control may mean payments are delayed, in this asstance, communication will be via text message to affected employees.
- Payroll will be working throughout the Christmas & New Year's period with the exception of Public Holidays. If you have payroll enquiries during this period, please phone Payroll on (02)4255 8071. Please **DO NOT** contact After-Hours for payroll enquiries.

For all payroll enquiries, please phone: **4255 8071** or **payroll@disabilitytrust.org.au**

For any rostering enquiries please phone: **42502170**

For any Carelink Go login/logout issues please contact Compliance on **02 4221 0070** or **starcompliance@disabilitytrust.org.au**

For any CarelinkGo app issues during business hours please phone the BP team on **02 4250 2102** or **bpteam@disabilitytrust.org.au**