

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>New Years Day</p> <p>College Closure</p>	<p>2</p> <p>College Closure</p>	<p>3</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Jan. 12th pay • Deadline for FT absence/leave entries for Jan. 12th pay 	<p>4</p>	<p>5</p> <p>Employee to Submit Time Cards</p>
<p>8</p>	<p>9</p> <p>Deadline for Employees to accept/eSign contracts to be paid on Jan. 26th</p>	<p>10</p>	<p>11</p> <p>Payslip Visible</p>	<p>12</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Jan. 26th pay • PT absence/leaves entries for Jan. 26th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 26th pay
<p>15</p>	<p>16</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Jan. 26th pay • Deadline for FT absence/leave entries for Jan. 26th pay 	<p>17</p>	<p>18</p>	<p>19</p> <p>Employee to Submit Time Cards</p>
<p>22</p>	<p>23</p> <p>Deadline for Employees to accept/eSign contracts to be paid on Feb. 9th</p>	<p>24</p>	<p>25</p> <p>Payslip Visible</p>	<p>26</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Feb. 9th pay • PT absence/leaves entries for Feb. 9th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 9th pay
<p>29</p>	<p>30</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Feb. 9th pay • Deadline for FT absence/leave entries for Feb. 9th pay 	<p>31</p>	<p>1</p>	<p>2</p>

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2 Employee to Submit Time Cards
5	6 Deadline for Employees to accept/eSign contracts to be paid on Feb. 23rd	7	8 Payslip Visible	9 Pay Date Employee to Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for Feb. 23rd pay • PT absence/leaves entries for Feb. 23rd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 23rd pay
12	13 Manager to Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Feb. 23rd pay • Deadline for FT absence/leave entries for Feb. 23rd pay 	14	15	16 Employee to Submit Time Cards
19 Family Day	20 Deadline for Employees to accept/eSign contracts to be paid on March 8th	21	22 Payslip Visible	23 Pay Date Employee to Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for March 8th pay • PT absence/leaves entries for March 8th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for March 8th pay
26	27 Manager to Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for March 8th pay • Deadline for FT absence/leave entries for March 8th pay 	28	29	1

College Closure

Monday	Tuesday	Wednesday	Thursday	Friday
	26	27	28	29
				1 Employee to Submit Time Cards
	4	5	6	7
	Deadline for Employees to accept/eSign contracts to be paid on March 22nd		Payslip Visible	8 Pay Date Employee to submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for March 22nd pay • PT absence/leaves entries for March 22nd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for March 22nd pay
	11	12	13	14
	Manager to Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for March 22nd pay • Deadline for FT absence/leave entries for March 22nd pay 			15 Employee to Submit Time Cards
	18	19	20	21
	Deadline for Employees to accept/eSign contracts to be paid on April 5th		Payslip Visible	22 Pay Date Employee to Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for April 5th pay • PT absence/leaves entries for April 5th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for April 5th pay
	25	26	27	28
	Manager to Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for April 5th pay • Deadline for FT absence/leave entries for April 5th pay 			29 Good Friday Employee to Submit Time Cards College Closure

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>1 Deadline for Employees to accept/eSign contracts to be paid on April 19th</p> <p>2</p>		<p>3</p> <p>Payslip Visible</p> <p>4</p>	<p>5</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for April 19th pay • PT absence/leaves entries for April 19th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for April 19th pay
	<p>8</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for April 19th pay • Deadline for FT absence/leave entries for April 19th pay <p>9</p>			<p>10</p> <p>11</p> <p>Employee to Submit Time Cards</p> <p>12</p>
	<p>15 Deadline for Employees to accept/eSign contracts to be paid on May 3rd</p> <p>16</p>		<p>17</p> <p>Payslip Visible</p> <p>18</p>	<p>19</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for May 3rd pay • PT absence/leaves entries for May 3rd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 3rd pay
	<p>22</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for May 3rd pay • Deadline for FT absence/leave entries for May 3rd pay <p>23</p>			<p>24</p> <p>25</p> <p>Employee to Submit Time Cards</p> <p>26</p>
	<p>29 Deadline for Employees to accept/eSign contracts to be paid on May 17th</p> <p>30</p>			

Monday	Tuesday	Wednesday	Thursday	Friday
	29	30	1	2
			Payslip Visible	3
				Pay Date
				Employee to Submit Time Cards
				Deadlines for:
				<ul style="list-style-type: none"> • Employees to submit their Time Card for May 17th pay • PT absence/leaves entries for May 17th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 17th pay
	6	7	8	9
	Manager to Approve Time Cards			10
	<ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for May 17th pay • Deadline for FT absence/leave entries for May 17th pay 			Employee to Submit Time Cards
	13	14	15	16
	Deadline for Employees to accept/eSign contracts to be paid on May 31st		Payslip Visible	17
				Pay Date
				Employee to Submit Time Cards
				Deadlines for:
				<ul style="list-style-type: none"> • Employees to submit their Time Card for May 31st pay • PT absence/leaves entries for May 31st pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 31st pay
	20	21	22	23
Victoria Day	Manager to Approve Time Cards			24
	<ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for May 31st pay • Deadline for FT absence/leave entries for May 31st pay 			Employee to Submit Time Cards
College Closure				
	27	28	29	30
	Deadline for Employees to accept/eSign contracts to be paid on June 14th		Payslip Visible	31
				Pay Date
				Employee to Submit Time Cards
				Deadlines for:
				<ul style="list-style-type: none"> • Employees to submit their Time Card for June 14th pay • PT absence/leaves entries for June 14th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for June 14th pay

Monday

Tuesday

Wednesday

Thursday

Friday

<p>3</p>	<p>4</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for June 14th pay • Deadline for FT absence/leave entries for June 14th pay 	<p>5</p>	<p>6</p>	<p>7</p> <p>Employee to Submit Time Cards</p>
<p>10</p>	<p>11</p> <p>Deadline for Employees to accept/eSign contracts to be paid on June 28th</p>	<p>12</p>	<p>13</p> <p>Payslip Visible</p>	<p>14</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for June 28th pay • PT absence/leaves entries for June 28th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for June 28th pay
<p>17</p>	<p>18</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for June 28th pay • Deadline for FT absence/leave entries for June 28th pay 	<p>19</p>	<p>20</p>	<p>21</p> <p>Employee to Submit Time Cards</p>
<p>24</p>	<p>25</p> <p>Deadline for Employees to accept/eSign contracts to be paid on July 12th</p>	<p>26</p>	<p>27</p> <p>Payslip Visible</p>	<p>28</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for July 12th pay • PT absence/leaves entries for July 12th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 12th pay
<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>Canada Day</p> <p>College Closure</p>	<p>2</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for July 12th pay • Deadline for FT absence/leave entries for July 12th pay 	<p>3</p>	<p>4</p>	<p>5</p> <p>Employee to Submit Time Cards</p>
<p>8</p>	<p>9</p> <p>Deadline for Employees to accept/eSign contracts to be paid on July 26th</p>	<p>10</p>	<p>11</p> <p>Payslip Visible</p>	<p>12</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for July 26th pay • PT absence/leaves entries for July 26th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 26th pay
<p>15</p>	<p>16</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for July 26th pay • Deadline for FT absence/leave entries for July 26th pay 	<p>17</p>	<p>18</p>	<p>19</p> <p>Employee to Submit Time Cards</p>
<p>22</p>	<p>23</p> <p>Deadline for Employees to accept/eSign contracts to be paid on Aug. 9th</p>	<p>24</p>	<p>25</p> <p>Payslip Visible</p>	<p>26</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Aug. 9th pay • PT absence/leaves entries for Aug. 9th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Aug. 9th pay
<p>29</p>	<p>30</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Aug. 9th pay • Deadline for FT absence/leave entries for Aug. 9th pay 	<p>31</p>	<p>1</p>	<p>2</p>

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2 Employee to Submit Time Cards
5 Civic Holiday College Closure	6 Deadline for Employees to accept/eSign contracts to be paid on Aug. 23rd	7	8 Payslip Visible	9 Pay Date Employee to Submit Time Cards Deadlines for: <ul style="list-style-type: none"> Employees to submit their Time Card for Aug. 23rd pay PT absence/leaves entries for Aug. 23rd pay Sending Payroll, Payment Authorization Form (PAF) to be paid for Aug. 23rd pay
12	13 Manager to Approve Time Cards <ul style="list-style-type: none"> 5PM Deadline for Time Card Approval for Aug. 23rd pay Deadline for FT absence/leave entries for Aug. 23rd pay 	14	15	16 Employee to Submit Time Cards
19	20 Deadline for Employees to accept/eSign contracts to be paid on Sept. 6th	21	22 Payslip Visible	23 Pay Date Employee to Submit Time Cards Deadlines for: <ul style="list-style-type: none"> Employees to submit their Time Card for Sept. 6th pay PT absence/leaves entries for Sept. 6th pay Sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 6th pay
26	27 Manager to Approve Time Cards <ul style="list-style-type: none"> 5PM Deadline for Time Card Approval for Sept. 6th pay Deadline for FT absence/leave entries for Sept. 6th pay 	28	29	30 Employee to Submit Time Cards

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Labour Day</p> <p>College Closure</p>	<p>3</p> <p>Deadline for Employees to accept/eSign contracts to be paid on Sept. 20th</p>	<p>4</p>	<p>5</p> <p>Payslip Visible</p>	<p>6</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Sept. 20th pay • PT absence/leaves entries for Sept. 20th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 20th pay
<p>9</p>	<p>10</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Sept. 20th pay • Deadline for FT absence/leave entries for Sept. 20th pay 	<p>11</p>	<p>12</p>	<p>13</p> <p>Employee to Submit Time Cards</p>
<p>16</p>	<p>17</p> <p>Deadline for Employees to accept/eSign contracts to be paid on Oct. 4th</p>	<p>18</p>	<p>19</p> <p>Payslip Visible</p>	<p>20</p> <p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Oct. 4th pay • PT absence/leaves entries for Oct. 4th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 4th pay
<p>23</p>	<p>24</p> <p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Oct 4th pay • Deadline for FT absence/leave entries for Oct. 4th pay 	<p>25</p>	<p>26</p>	<p>27</p> <p>Employee to Submit Time Cards</p>
<p>30</p>	<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>

Monday	Tuesday	Wednesday	Thursday	Friday
30	1 Deadline for Employees to accept/eSign contracts to be paid on Oct. 18th	2	3 Payslip Visible	4 Pay Date Employee to Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for Oct. 18th pay • PT absence/leaves entries for Oct. 18th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 18th pay
7	8 Manager to Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Oct. 18th pay • Deadline for FT absence/leave entries for Oct. 18th pay 	9	10	11 Employee to Submit Time Cards
14 Thanksgiving Day	15 Deadline for Employees to accept/eSign contracts to be paid on Nov. 1st	16	17 Payslip Visible	18 Pay Date Employee to Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for Nov. 1st pay • PT absence/leaves entries for Nov. 1st pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 1st pay
21 College Closure	22 Manager to Approve Time Cards <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Nov. 1st pay • Deadline for FT absence/leave entries for Nov. 1st pay 	23	24	25 Employee to Submit Time Cards
28	29 Deadline for Employees to accept/eSign contracts to be paid on Nov. 15th	30	31 Halloween Payslip Visible	1

Monday	Tuesday	Wednesday	Thursday	Friday
	28	29	30	31
				1
				<p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Nov. 15th pay • PT absence/leaves entries for Nov. 15th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 15th pay
	4	5	6	7
				8
	<p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Nov. 15th pay • Deadline for FT absence/leave entries for Nov. 15th pay 			<p>Employee to Submit Time Cards</p>
	11	12	13	14
				15
	<p>Deadline for Employees to accept/eSign contracts to be paid on Nov. 29th</p>		<p>Payslip Visible</p>	<p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Nov. 29th pay • PT absence/leaves entries for Nov. 29th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 29th pay
	18	19	20	21
				22
	<p>Manager to Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Nov. 29th pay • Deadline for FT absence/leave entries for Nov. 29th pay 			<p>Employee to Submit Time Cards</p>
	25	26	27	28
				29
	<p>Deadline for Employees to accept/eSign contracts to be paid on Dec. 13th</p>		<p>Payslip Visible</p>	<p>Pay Date</p> <p>Employee to Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for Dec. 13th pay • PT absence/leaves entries for Dec. 13th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 13th pay