Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
30 College Closure	**31** College Closure	**1** New Years Day College Closure	**2** College Reopens	**3** Submit Time Cards
6	**7** **Deadline** for Employees to accept/eSign contracts to be paid on Jan. 24th	**8**	**9** Payslip Visible	**10** Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Jan. 24th pay • PT absence/leaves entries for Jan. 24th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 24th pay
13	**14** Approve Time Cards • 5PM **Deadline** for Time Card Approval for Jan. 24th pay • **Deadline** for FT absence/leave entries for Jan. 24th pay	**15**	**16**	**17** Submit Time Cards
20	**21** **Deadline** for Employees to accept/eSign contracts to be paid on Feb. 7th	**22**	**23** Payslip Visible	**24** Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Feb. 7th pay • PT absence/leaves entries for Feb. 7th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 7th pay
27	**28** Approve Time Cards • 5PM **Deadline** for Time Card Approval for Feb. 7th pay • **Deadline** for FT absence/leave entries for Feb. 7th pay	**29**	**30**	**31** Submit Time Cards

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
3	**4** **Deadline** for Employees to accept/eSign contracts to be paid on Feb. 21st	**5**	**6** **Payslip Visible**	**7** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Feb. 21st pay • PT absence/leaves entries for Feb. 21st pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 21st pay
10	**11** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Feb. 21st pay • **Deadline** for FT absence/leave entries for Feb. 21st pay	**12**	**13**	**14** **Submit Time Cards**
17 **Family Day** **College Closure**	**18** **Deadline** for Employees to accept/eSign contracts to be paid on March 7th	**19**	**20** **Payslip Visible**	**21** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for March 7th pay • PT absence/leaves entries for March 7th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for March 7th pay
24	**25** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for March 7th pay • **Deadline** for FT absence/leave entries for March 7th pay	**26**	**27**	**28** **Submit Time Cards**
3	**4**	**5**	**6**	**7**

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
3	**4** **Deadline** for Employees to accept/eSign contracts to be paid on March 21st	**5**	**6** **Payslip Visible**	**7** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for March 21st pay • PT absence/leaves entries for March 21st pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for March 21st pay
10	**11** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for March 21st pay • **Deadline** for FT absence/leave entries for March 21st pay	**12**	**13**	**14** **Submit Time Cards**
17	**18** **Deadline** for Employees to accept/eSign contracts to be paid on April 4th	**19**	**20** **Payslip Visible**	**21** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for April 4th pay • PT absence/leaves entries for April 4th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for April 4th pay
24	**25** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for April 4th pay • **Deadline** for FT absence/leave entries for April 4th pay	**26**	**27**	**28** **Submit Time Cards**
31	**1**	**2**	**3**	**4**

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
31	**1** **Deadline** for Employees to accept/eSign contracts to be paid on April 17th	**2**	**3** **Payslip Visible**	**4** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for April 17th pay • PT absence/leaves entries for April 17th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for April 17th pay
7	**8** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for April 17th pay • **Deadline** for FT absence/leave entries for April 17th pay	**9**	**10**	**11** **Submit Time Cards**
14	**15** **Deadline** for Employees to accept/eSign contracts to be paid on May 2nd	**16** **Payslip Visible**	**17** **Pay Date**	**18** **Good Friday** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for May 2nd pay • PT absence/leaves entries for May 2nd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 2nd pay **College Closure**
21	**22** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for May 2nd pay • **Deadline** for FT absence/leave entries for May 2nd pay	**23**	**24**	**25** **Submit Time Cards**
28	**29** **Deadline** for Employees to accept/eSign contracts to be paid on May 16th	**30**	**1**	**2**

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	1 **Payslip Visible**	2 **Pay Date** / **Submit Time Cards** / **Deadlines for:** • Employees to submit their Time Card for May 16th pay • PT absence/leaves entries for May 16th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 16th pay
5	6 **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for May 16th pay • **Deadline** for FT absence/leave entries for May 16th pay	7	8	9 **Submit Time Cards**
12	13 **Deadline** for Employees to accept/eSign contracts to be paid on May 30th	14	15 **Payslip Visible**	16 **Pay Date** / **Submit Time Cards** / **Deadlines for:** • Employees to submit their Time Card for May 30th pay • PT absence/leaves entries for May 30th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 30th pay
19 **Victoria Day** **College Closure**	20 **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for May 30th pay • **Deadline** for FT absence/leave entries for May 30th pay	21	22	23 **Submit Time Cards**
26	27 **Deadline** for Employees to accept/eSign contracts to be paid on June 13th	28	29 **Payslip Visible**	30 **Pay Date** / **Submit Time Cards** / **Deadlines for:** • Employees to submit their Time Card for June 13th pay • PT absence/leaves entries for June 13th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for June 13th pay

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
2	**3** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for June 13th pay • **Deadline** for FT absence/leave entries for June 13th pay	**4**	**5**	**6** **Submit Time Cards**
9	**10** **Deadline** for Employees to accept/eSign contracts to be paid on June 27th	**11**	**12** **Payslip Visible**	**13** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for June 27th pay • PT absence/leaves entries for June 27th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for June 27th pay
16	**17** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for June 27th pay • **Deadline** for FT absence/leave entries for June 27th pay	**18**	**19**	**20** **Submit Time Cards**
23	**24** **Deadline** for Employees to accept/eSign contracts to be paid on July 11th	**25**	**26** **Payslip Visible**	**27** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for July 11th pay • PT absence/leaves entries for July 11th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 11th pay
30	**1**	**2**	**3**	**4**

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
30	**1** Approve Time Cards / **Canada Day** / • 5PM **Deadline** for Time Card Approval for July 11th pay / • **Deadline** for FT absence/leave entries for July 11th pay / **College Closure**	**2**	**3**	**4** Submit Time Cards
7	**8** **Deadline** for Employees to accept/eSign contracts to be paid on July 25th	**9**	**10** Payslip Visible	**11** Pay Date / Submit Time Cards / **Deadlines for:** / • Employees to submit their Time Card for July 25th pay / • PT absence/leaves entries for July 25th pay / • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 25th pay
14	**15** Approve Time Cards / • 5PM **Deadline** for Time Card Approval for July 25th pay / • **Deadline** for FT absence/leave entries for July 25th pay	**16**	**17**	**18** Submit Time Cards
21	**22** **Deadline** for Employees to accept/eSign contracts to be paid on Aug. 8th	**23**	**24** Payslip Visible	**25** Pay Date / Submit Time Cards / **Deadlines for:** / • Employees to submit their Time Card for Aug. 8th pay / • PT absence/leaves entries for Aug. 8th pay / • Sending Payroll, Payment Authorization Form (PAF) to be paid for Aug. 8th pay
28	**29** Approve Time Cards / • 5PM **Deadline** for Time Card Approval for Aug. 8th pay / • **Deadline** for FT absence/leave entries for Aug. 8th pay	**30**	**31**	**1**

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	1 **Submit Time Cards**
4 **Civic Holiday** **College Closure**	5 **Deadline** for Employees to accept/eSign contracts to be paid on Aug. 22nd	6	7 **Payslip Visible**	8 **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Aug. 22nd pay • PT absence/leaves entries for Aug. 22nd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Aug. 22nd pay
11	12 **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Aug. 22nd pay • **Deadline** for FT absence/ leave entries for Aug. 22nd pay	13	14	15 **Submit Time Cards**
18	19 **Deadline** for Employees to accept/eSign contracts to be paid on Sept. 5th	20	21 **Payslip Visible**	22 **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Sept. 5th pay • PT absence/leaves entries for Sept. 5th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 5th pay
25	26 **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Sept. 5th pay • **Deadline** for FT absence/ leave entries for Sept. 5th pay	27	28	29 **Submit Time Cards**

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
1 **Labour Day** **College Closure**	**2** **Deadline** for Employees to accept/eSign contracts to be paid on Sept. 19th	**3**	**4** **Payslip Visible**	**5** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Sept. 19th pay • PT absence/leaves entries for Sept. 19th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 19th pay
8	**9** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Sept. 19th pay • **Deadline** for FT absence/leave entries for Sept. 19th pay	**10**	**11**	**12** **Submit Time Cards**
15	**16** **Deadline** for Employees to accept/eSign contracts to be paid on Oct. 3rd	**17**	**18** **Payslip Visible**	**19** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Oct. 3rd pay • PT absence/leaves entries for Oct. 3rd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 3rd pay
22	**23** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Oct 3rd pay • **Deadline** for FT absence/leave entries for Oct. 3rd pay	**24**	**25**	**26** **Submit Time Cards**
29	**30** **Deadline** for Employees to accept/eSign contracts to be paid on Oct. 17th	**1**	**2**	**3**

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
29	**30**	**1**	**2** Payslip Visible	**3** Pay Date Submit Time Cards **Deadlines for:** • Employees to submit their Time Card for Oct. 17th pay • PT absence/leaves entries for Oct. 17th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 17th pay
6	**7** Approve Time Cards • 5PM **Deadline** for Time Card Approval for Oct. 17th pay • **Deadline** for FT absence/leave entries for Oct. 17th pay	**8**	**9**	**10** Submit Time Cards
13 Thanksgiving Day College Closure	**14** **Deadline** for Employees to accept/eSign contracts to be paid on Oct. 31st	**15**	**16** Payslip Visible	**17** Pay Date Submit Time Cards **Deadlines for:** • Employees to submit their Time Card for Oct. 31st pay • PT absence/leaves entries for Oct. 31st pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 31st pay
20	**21** Approve Time Cards • 5PM **Deadline** for Time Card Approval for Oct. 31st pay • **Deadline** for FT absence/leave entries for Oct. 31st pay	**22**	**23**	**24** Submit Time Cards
27	**28** **Deadline** for Employees to accept/eSign contracts to be paid on Nov. 14th	**29**	**30** Payslip Visible	**31** Pay Date Submit Time Cards **Deadlines for:** • Employees to submit their Time Card for Nov. 14th pay • PT absence/leaves entries for Nov. 14th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 14th pay

Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
3	**4** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Nov. 14th pay • **Deadline** for FT absence/leave entries for Nov. 14th pay	**5**	**6**	**7** **Submit Time Cards**
10	**11** **Deadline** for Employees to accept/eSign contracts to be paid on Nov. 28th	**12**	**13** **Payslip Visible**	**14** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Nov. 28th pay • PT absence/leaves entries for Nov. 28th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 28th pay
17	**18** **Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Nov. 28th pay • **Deadline** for FT absence/leave entries for Nov. 28th pay	**19**	**20**	**21** **Submit Time Cards**
24	**25** **Deadline** for Employees to accept/eSign contracts to be paid on Dec. 12th	**26**	**27** **Payslip Visible**	**28** **Pay Date** **Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Dec. 12th pay • PT absence/leaves entries for Dec. 12th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 12th pay
1	**2**	**3**	**4**	**5**