Payroll Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
2	**3** **Manager to Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Dec. 13th pay • **Deadline** for FT absence/leave entries for Dec. 13th pay	**4**	**5**	**6** **Employee to Submit Time Cards**
9	**10** **Deadline** for Employees to accept/eSign contracts to be paid on Dec. 27th	**11**	**12** **Payslip Visible**	**13** **Pay Date** **Employee to Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Dec. 27th pay • PT absence/leaves entries for Dec. 27th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 27th pay
16	**17** **Manager to Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Dec. 27th pay • **Deadline** for FT absence/leave entries for Dec. 27th pay	**18**	**19**	**20** **Employee to Submit Time Cards**
23 College Closure	**24** **Deadline** for Employees to accept/eSign contracts to be paid on Jan. 10th College Closure	**25** **Christmas Day** College Closure	**26** **Boxing Day** **Payslip Visible** College Closure	**27** **Pay Date** **Employee to Submit Time Cards** **Deadlines for:** • Employees to submit their Time Card for Jan. 10th pay • PT absence/leaves entries for Jan. 10th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 10th pay College Closure
30 College Closure	**31** **Manager to Approve Time Cards** • 5PM **Deadline** for Time Card Approval for Jan. 10th pay • **Deadline** for FT absence/leave entries for Jan. 10th pay College Closure	**1** **New Years Day** College Closure	**2**	**3**