Purpose

This document has been developed to assist administrators in understanding and navigating the various deadlines for submitting HR related transaction requests to Shared Services. As the HR Services team receives thousands of different HR related requests each month, working together to understand why there are deadlines not only provides our team with reasonable timelines to vet and process your requests, it also helps you to plan accordingly to minimize disruption to your staff or faculty pay and ensures the university is compliant with Collective Agreements, regulations and federal and provincial legislation.

The Payroll Deadline Chart lists all of the deadlines you need to know for the calendar year for both semi-monthly and monthly pay. Questions? Contact the Staff Service Centre.

Definitions

Pay Frequency
Staff and Students at the University are compensated for their work either on a semi-monthly basis (every two weeks) or on a monthly basis depending on their employee type.

Pay Frequency	Employee Type
Semi-Monthly	Support Staff, Graduate Students, Postdoctoral Fellows, Excluded Students
Monthly	Academic Staff, Excluded Management, Excluded Academic, Persons of Interest

Pay Period
The period of time staff or students work and are being paid for.

eForm/PAF Deadline
The last day, by which administrators must submit any HR transactions that are effective for that pay period in order to be processed by payroll, confirm date and paid to an employee. These typically include appointments, changes to an employee's job that will affect their take home pay such as (but not limited to) a change in their hours worked (FTE), additional pay, responsibility pay, salary or hourly rate change, employee commencing a leave of absence or Position Information Form (PIF).

Example:

Responsibility pay for an employee effective Feb 5, 2024
> submit eform/PAF by January 25, 2024
> employee receives responsibility pay on Feb 23, 2024

Pay Period	APS Deadline	eForm/Pay Action Form Deadline	Time Entry Deadline 6:30 pm	Time Approval Deadline 6:30 pm	Payroll Confirm Date	Pay Date
January 1-15	December 1	January 8	January 17	January 18	January 22	January 25
January 16-31	January 5	January 19	February 1	February 2	February 6	February 9
February 1-15	January 18	January 25	February 12	February 13	February 15	February 23

Time Entry deadline
Time worked (hourly employees) and exception time (salaried employees) should be entered daily; this is the last day that time entry for the current pay period can be entered.
Reminder: employees will be unable to key hours until the appointment (eform/PAF) has been processed.

Time Approval deadline
This is the last day in the current pay period for employees time worked to be approved by direct reports. For salaried employees any time not approved will not be processed for payment
Note: if employees enter their time worked on a daily basis, it can be approved more frequently rather than waiting until the time approval deadline date.

Payroll Confirm Date
The date that the payroll is finalized for the current pay period and sent to the financial intuition for processing payments. This ensures that employees receive their net pay on the pay date.

Pay Date
This is typically 10 days after the end of the pay period. This identifies the date employees are paid, receive their Net Pay in their bank account and can view and print their pay statement from Beartracks

Appointment/Re-Appointments
Typically, these transactions require more time to review, process and set up in the system, as such we suggest the following for your consideration and action

Method of Submission	Alfresco Process Service	eForms or Pay Action Forms (PAF)
Type of Action	New hire, Rehire , Transfers	New hire, Rehire , Transfers to a new job or department/faculty & Secondment
Deadline	10 business days prior to employees start date of appointment	5 business days before start date of appointment
Example	New hire support staff starts on February 16 then the APS request should be sent in to Shared Services by February 3	New hire support staff starts on February 1 then the eForm should be approved and submitted to Shared Services by January 25

Important Action Items to Remember!!

Subscribe to the Payroll Calendar
Dates will be added to your google calendar for your convenience to remind you of your key actions.

Terminations
Temporary Contracts: If you have hired a faculty or staff member on a temporary contract for a specific term (ie: start date Jan 1 with an end date of August 31) and the contract is not being extended beyond August 31 no further action is required.

Regular Continuing contracts: If the employee resigns or a termination is actioned, information must be submitted prior to the staff members' last day worked to ensure appropriate steps are taken to manage access, adhere to legislated obligations and ensure the employee is not overpaid.

SEMI – MONTHLY PAYROLL CHART

Pay Period	APS Deadline	eForm/Pay Action Form Deadline	Time Entry Deadline 6:30 pm	Time Approval Deadline 6:30 pm	Payroll Confirm Date	Pay Date
January 1-15	December 1	January 8	January 17	January 18	January 22	January 25
January 16-31	January 5	January 19	February 1	February 2	February 6	February 9
February 1-15	January 18	January 25	February 12	February 13	February 15	February 23
February 16-29	February 2	February 9	February 29	March 1	March 5	March 8
March 1-15	February 15	February 23	March 13	March 14	March 18	March 25
March 16-31	March 1	March 8	March 26	March 27	April 2	April 10
April 1-15	March 15	March 21	April 15	April 16	April 18	April 25
April 16-30	March 28	April 10	May 2	May 3	May 7	May 10
May 1-15	April 18	April 25	May 15	May 16	May 21	May 24
May 16-31	May 3	May 10	June 2	June 3	June 5	June 10
June 1-15	May 16	May 27	June 16	June 17	June 19	June 25
June 16-30	June 3	June 10	July 2	July 3	July 5	July 10
July 1-15	June 17	June 25	July 16	July 17	July 19	July 25
July 16-31	July 3	July 10	July 31	August 1	August 6	August 9
August 1-15	July 18	July 25	August 15	August 16	August 20	August 23
August 16-31	August 1	August 12	September 1	September 3	September 5	September 10
September 1-15	August 16	August 26	September 16	September 17	September 19	September 25
September 16-30	September 3	September 10	October 2	October 3	October 7	October 10
October 1-15	September 18	September 23	October 17	October 18	October 22	October 25
October 16-31	October 3	October 10	October 31	November 1	November 5	November 8
November 1-15	October 18	October 25	November 17	November 18	November 20	November 25
November 16-30	November 1	November 8	December 2	December 3	December 5	December 10
December 1-15	November 18	November 25	December 15	December 16	December 18	December 24
December 16-31	December 3	December 10	January 2	January 3	January 7	January 10

MONTHLY PAYROLL CHART

Pay Period	APS Deadline	eForm/Pay Action Form Deadline	Time Entry Deadline 6:30 pm	Time Approval Deadline 6:30 pm	Payroll Confirm Date	Pay Date
January 1-31	December 1	January 8	January 22	January 23	January 25	January 30
February 1-29	January 18	January 25	February 18	February 20	February 22	February 28
March 1-31	February 15	February 23	March 18	March 19	March 21	March 27
April 1-30	March 15	March 20	April 21	April 22	April 24	April 29
May 1-31	April 18	April 25	May 22	May 23	May 27	May 30
June 1-30	May 16	May 27	June 20	June 21	June 24	June 27
July 1-31	June 17	June 25	July 22	July 23	July 25	July 30
August 1-31	July 18	July 25	August 21	August 22	August 26	August 29
September 1-30	August 16	August 26	September 19	September 20	September 23	September 26
October 1-31	September 18	September 23	October 22	October 23	October 25	October 30
November 1-30	October 18	October 25	November 20	November 21	November 25	November 28
December 1-31	November 18	November 25	December 18	December 19	December 23	December 30

* Off-cycles will be processed 3 times a month around each pay date subject to approval