

Purpose

This document is 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 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 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 (approximately every two weeks) or 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 administrators must submit any HR transactions effective for the 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 affect their pay such as (but not limited to) a change in hours worked (FTE), additional pay, responsibility pay, salary or hourly rate change, employee commencing a leave of absence or a Position Information Form (PIF).

Example:

Responsibility pay for an employee effective February 10

> submit eform/PAF by January 28

> employee receives responsibility pay on Feb 25

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 16	January 8	January 16	January 17	January 21	January 24
January 16-31	January 3	January 20	January 31	February 3	February 5	February 10
February 1-15	January 17	January 28	February 12	February 13	February 18	February 25
February 16-28	February 3	February 6	February 28	March 3	March 5	March 10

Time Entry deadline

Time worked (hourly employees) and exception time (salaried employees) should be entered daily. The Time Entry Deadline is the last day 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, 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

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

Pay Date

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. For Semi-monthly, this is typically 10 days after the end of the pay period. For Monthly, it's the second last banking day of the month.

Appointment/Re-Appointments

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 28

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've 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

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January 16-31	January 2	January 19	February 2	February 3	February 5	February 10
February 1-15	January 16	January 27	February 12	February 13	February 18	February 25
February 16-28	February 3	February 6	March 2	March 3	March 5	March 10
March 1-15	February 13	February 24	March 17	March 18	March 20	March 25
March 16-31	March 3	March 9	March 30	March 31	April 2	April 10
April 1-15	March 18	March 26	April 16	April 17	April 21	April 24
April 16-30	March 31	April 9	April 30	May 1	May 5	May 8
May 1-15	April 17	April 27	May 13	May 14	May 19	May 25
May 16-31	May 1	May 6	June 2	June 3	June 5	June 10
June 1-15	May 14	May 26	June 16	June 17	June 19	June 25
June 16-30	June 3	June 8	July 2	July 3	July 7	July 10
July 1-15	June 17	June 25	July 16	July 17	July 21	July 24
July 16-31	July 3	July 9	July 30	July 31	August 5	August 10
August 1-15	July 17	July 28	August 17	August 18	August 20	August 25
August 16-31	July 31	August 6	September 1	September 2	September 4	September 10
September 1-15	August 18	August 26	September 15	September 16	September 18	September 25
September 16-30	September 2	September 8	October 1	October 2	October 6	October 9
October 1-15	September 16	September 24	October 15	October 16	October 20	October 23
October 16-31	October 2	October 7	November 2	November 3	November 5	November 10
November 1-15	October 16	October 27	November 16	November 17	November 19	November 25
November 16-30	November 3	November 6	December 2	December 3	December 7	December 10
December 1-15	November 17	November 25	December 15	December 16	December 18	December 24
December 16-31	December 3	December 8	January 2	January 4	January 5	January 8

MONTHLY PAYROLL CHART

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January 1-31	December 16	January 8	January 21	January 22	January 26	January 29
February 1-28	January 16	January 27	February 18	February 19	February 23	February 26
March 1-31	February 13	February 24	March 20	March 23	March 25	March 30
April 1-30	March 18	March 26	April 21	April 22	April 24	April 29
May 1-31	April 17	April 27	May 20	May 21	May 25	May 28
June 1-30	May 14	May 26	June 18	June 19	June 24	June 29
July 1-31	June 17	June 25	July 22	July 23	July 27	July 30
August 1-31	July 17	July 28	August 20	August 21	August 25	August 28
September 1-30	August 18	August 26	September 17	September 18	September 23	September 28
October 1-31	September 16	September 24	October 21	October 22	October 26	October 29
November 1-30	October 16	October 27	November 19	November 20	November 24	November 27
December 1-31	November 17	November 25	December 18	December 21	December 23	December 30

* Off-cycles will be processed 2 business days after each pay date2