

**SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES**

Issued by: Human Resources – Payroll Services

Effective Date: January 1, 2017

Processing of the payroll is a complex and difficult process requiring considerable co-operation from departments and adherence to schedules. Departments must forward correct and complete information to Payroll Services on or before the cut-off dates indicated on the Human Resources website.

Information received after the deadline will NOT be processed until the next pay date.

\*Please use this chart when completing [Bi-Weekly Time Reports](#) and [Fixed Remuneration Forms](#) for all hourly paid employees

Pay Period	Pay Date	Pay Period Begin Date	Pay Period End Date
1	5-Jan-2017	11-Dec-2016	17-Dec-2016
		18-Dec-2016	24-Dec-2016
2	19-Jan-2017	25-Dec-2016	31-Dec-2016
		1-Jan-2017	7-Jan-2017
3	2-Feb-2017	8-Jan-2017	14-Jan-2017
		15-Jan-2017	21-Jan-2017
4	16-Feb-2017	22-Jan-2017	28-Jan-2017
		29-Jan-2017	4-Feb-2017
5	2-Mar-2017	5-Feb-2017	11-Feb-2017
		12-Feb-2017	18-Feb-2017
6	16-Mar-2017	19-Feb-2017	25-Feb-2017
		26-Feb-2017	4-Mar-2017
7	30-Mar-2017	5-Mar-2017	11-Mar-2017
		12-Mar-2017	18-Mar-2017
8	13-Apr-2017	19-Mar-2017	25-Mar-2017
		26-Mar-2017	1-Apr-2017
9	27-Apr-2017	2-Apr-2017	8-Apr-2017
		9-Apr-2017	15-Apr-2017
10	11-May-2017	16-Apr-2017	22-Apr-2017
		23-Apr-2017	29-Apr-2017
11	25-May-2017	30-Apr-2017	6-May-2017
		7-May-2017	13-May-2017
12	8-Jun-2017	14-May-2017	20-May-2017
		21-May-2017	27-May-2017
13	22-Jun-2017	28-May-2017	3-Jun-2017
		4-Jun-2017	10-Jun-2017
14	6-Jul-2017	11-Jun-2017	17-Jun-2017
		18-Jun-2017	24-Jun-2017
15	20-Jul-2017	25-Jun-2017	1-Jul-2017
		2-Jul-2017	8-Jul-2017
16	3-Aug-2017	9-Jul-2017	15-Jul-2017
		16-Jul-2017	22-Jul-2017
17	17-Aug-2017	23-Jul-2017	29-Jul-2017
		30-Jul-2017	5-Aug-2017
18	31-Aug-2017	6-Aug-2017	12-Aug-2017
		13-Aug-2017	19-Aug-2017
19	14-Sep-2017	20-Aug-2017	26-Aug-2017
		27-Aug-2017	2-Sep-2017
20	28-Sep-2017	3-Sep-2017	9-Sep-2017
		10-Sep-2017	16-Sep-2017
21	12-Oct-2017	17-Sep-2017	23-Sep-2017
		24-Sep-2017	30-Sep-2017
22	26-Oct-2017	1-Oct-2017	7-Oct-2017
		8-Oct-2017	14-Oct-2017
23	9-Nov-2017	15-Oct-2017	21-Oct-2017
		22-Oct-2017	28-Oct-2017
24	23-Nov-2017	29-Oct-2017	4-Nov-2017
		5-Nov-2017	11-Nov-2017
25	7-Dec-2017	12-Nov-2017	18-Nov-2017
		19-Nov-2017	25-Nov-2017
26	21-Dec-2017	26-Nov-2017	2-Dec-2017
		3-Dec-2017	9-Dec-2017