

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

Issued by: Human Resources – Payroll Services

Effective Date: January 4, 2018

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 Start Date	Pay Period End Date
1	January 4, 2018	December 10, 2017	December 16, 2017
		December 17, 2017	December 23, 2017
2	January 18, 2018	December 24, 2017	December 30, 2017
		December 31, 2017	January 6, 2018
3	February 1, 2018	January 7, 2018	January 13, 2018
		January 14, 2018	January 20, 2018
4	February 15, 2018	January 21, 2018	January 27, 2018
		January 28, 2018	February 3, 2018
5	March 1, 2018	February 4, 2018	February 10, 2018
		February 11, 2018	February 17, 2018
6	March 15, 2018	February 18, 2018	February 24, 2018
		February 25, 2018	March 3, 2018
7	March 29, 2018	March 4, 2018	March 10, 2018
		March 11, 2018	March 17, 2018
8	April 12, 2018	March 18, 2018	March 24, 2018
		March 25, 2018	March 31, 2018
9	April 26, 2018	April 1, 2018	April 7, 2018
		April 8, 2018	April 14, 2018
10	May 10, 2018	April 15, 2018	April 21, 2018
		April 22, 2018	April 28, 2018
11	May 24, 2018	April 29, 2018	May 5, 2018
		May 6, 2018	May 12, 2018
12	June 7, 2018	May 13, 2018	May 19, 2018
		May 20, 2018	May 26, 2018
13	June 21, 2018	May 27, 2018	June 2, 2018
		June 3, 2018	June 9, 2018
14	July 5, 2018	June 10, 2018	June 16, 2018
		June 17, 2018	June 23, 2018
15	July 19, 2018	June 24, 2018	June 30, 2018
		July 1, 2018	July 7, 2018
16	August 2, 2018	July 8, 2018	July 14, 2018
		July 15, 2018	July 21, 2018
17	August 16, 2018	July 22, 2018	July 28, 2018
		July 29, 2018	August 4, 2018
18	August 30, 2018	August 5, 2018	August 11, 2018
		August 12, 2018	August 18, 2018
19	September 13, 2018	August 19, 2018	August 25, 2018
		August 26, 2018	September 1, 2018
20	September 27, 2018	September 2, 2018	September 8, 2018
		September 9, 2018	September 15, 2018
21	October 11, 2018	September 16, 2018	September 22, 2018
		September 23, 2018	September 29, 2018
22	October 25, 2018	September 30, 2018	October 6, 2018
		October 7, 2018	October 13, 2018
23	November 8, 2018	October 14, 2018	October 20, 2018
		October 21, 2018	October 27, 2018
24	November 22, 2018	October 28, 2018	November 3, 2018
		November 4, 2018	November 10, 2018
25	December 6, 2018	November 11, 2018	November 17, 2018
		November 18, 2018	November 24, 2018
26	December 20, 2018	November 25, 2018	December 1, 2018
		December 2, 2018	December 8, 2018