

SECTION:

PAYROLL

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SUBJECT:

CUT-OFF AND PAY DATES

Issued by: Human Resources – Payroll Services

Replaces: October 13, 2016

Effective Date: October 12, 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. Information received after the deadline will NOT be processed until the next pay date.

<u>Pay Period</u>	<u>Pay Date</u>	<u>Cut-Off Date</u>	
21	12-Oct-2017	28-Sep-2017	Thursday
22	26-Oct-2017	13-Oct-2017	
23	9-Nov-2017	27-Oct-2017	
24	23-Nov-2017	09-Nov-2017	Thursday
25	7-Dec-2017	24-Nov-2017	
26	21-Dec-2017	07-Dec-2017	Thursday
1	4-Jan-2018	13-Dec-2017	
2	18-Jan-2018	05-Jan-2018	
3	1-Feb-2018	19-Jan-2018	
4	15-Feb-2018	02-Feb-2018	
5	1-Mar-2018	15-Feb-2018	Thursday
6	15-Mar-2018	02-Mar-2018	
7	29-Mar-2018	16-Mar-2018	
8	12-Apr-2018	28-Mar-2018	Wednesday
9	26-Apr-2018	13-Apr-2018	
10	10-May-2018	27-Apr-2018	
11	24-May-2018	10-May-2018	Thursday
12	7-Jun-2018	25-May-2018	
13	21-Jun-2018	08-Jun-2018	
14	5-Jul-2018	21-Jun-2018	Thursday
15	19-Jul-2018	06-Jul-2018	
16	2-Aug-2018	20-Jul-2018	
17	16-Aug-2018	02-Aug-2018	Thursday
18	30-Aug-2018	17-Aug-2018	
19	13-Sep-2018	30-Aug-2018	Thursday
20	27-Sep-2018	14-Sep-2018	
21	11-Oct-2018	27-Sep-2018	Thursday
22	25-Oct-2018	12-Oct-2018	
23	8-Nov-2018	26-Oct-2018	
24	22-Nov-2018	08-Nov-2018	Thursday
25	6-Dec-2018	23-Nov-2018	
26	20-Dec-2018	06-Dec-2018	Thursday

***Cut-off date is FRIDAY at 5:00 PM unless otherwise indicated
(4:30 PM during summer hours)**