

SECTION:

PAYROLL

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SUBJECT:

CUT-OFF AND PAY DATES

Issued by: Human Resources – Payroll Services

Replaces: October 15, 2015

Effective Date: October 13, 2016

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	13-Oct-16	29-Sep-16	Thursday
22	27-Oct-16	14-Oct-16	
23	10-Nov-16	28-Oct-16	
24	24-Nov-16	10-Nov-16	Thursday
25	08-Dec-16	25-Nov-16	
26	22-Dec-16	09-Dec-16	
1	5-Jan-2017	14-Dec-16	Wednesday
2	19-Jan-2017	6-Jan-2017	
3	2-Feb-2017	20-Jan-2017	
4	16-Feb-2017	3-Feb-2017	
5	2-Mar-2017	16-Feb-2017	Thursday
6	16-Mar-2017	3-Mar-2017	
7	30-Mar-2017	17-Mar-2017	
8	13-Apr-2017	31-Mar-2017	
9	27-Apr-2017	13-Apr-2017	Thursday
10	11-May-2017	28-Apr-2017	
11	25-May-2017	11-May-2017	Thursday
12	8-Jun-2017	26-May-2017	
13	22-Jun-2017	9-Jun-2017	
14	6-Jul-2017	22-Jun-2017	Thursday
15	20-Jul-2017	7-Jul-2017	
16	3-Aug-2017	21-Jul-2017	
17	17-Aug-2017	3-Aug-2017	Thursday
18	31-Aug-2017	18-Aug-2017	
19	14-Sep-2017	31-Aug-2017	Thursday
20	28-Sep-2017	15-Sep-2017	
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	9-Nov-2017	Thursday
25	7-Dec-2017	24-Nov-2017	
26	21-Dec-2017	7-Dec-2017	Thursday

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