

SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES

Issued by: Human Resources – Payroll Services

Effective Date: Nov 4,2021

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 13, 2022	December 19, 2021	December 25, 2021
		December 26, 2021	January 1, 2022
2	January 27, 2022	January 2, 2022	January 8, 2022
		January 9, 2022	January 15, 2022
3	February 10, 2022	January 16, 2022	January 22, 2022
		January 23, 2022	January 29, 2022
4	February 24, 2022	January 30, 2022	February 5, 2022
		February 6, 2022	February 12, 2022
5	March 10, 2022	February 13, 2022	February 19, 2022
		February 20, 2022	February 26, 2022
6	March 24, 2022	February 27, 2022	March 5, 2022
		March 6, 2022	March 12, 2022
7	April 7, 2022	March 13, 2022	March 19, 2022
		March 20, 2022	March 26, 2022
8	April 21, 2022	March 27, 2022	April 2, 2022
		April 3, 2022	April 9, 2022
9	May 5, 2022	April 10, 2022	April 16, 2022
		April 17, 2022	April 23, 2022
10	May 19, 2022	April 24, 2022	April 30, 2022
		May 1, 2022	May 7, 2022
11	June 2, 2022	May 8, 2022	May 14, 2022
		May 15, 2022	May 21, 2022
12	June 16, 2022	May 22, 2022	May 28, 2022
		May 29, 2022	June 4, 2022
13	June 30, 2022	June 5, 2022	June 11, 2022
		June 12, 2022	June 18, 2022
14	July 14, 2022	June 19, 2022	June 25, 2022
		June 26, 2022	July 2, 2022
15	July 28, 2022	July 3, 2022	July 9, 2022
		July 10, 2022	July 16, 2022
16	August 11, 2022	July 17, 2022	July 23, 2022
		July 24, 2022	July 30, 2022
17	August 25, 2022	July 31, 2022	August 6, 2022
		August 7, 2022	August 13, 2022
18	September 8, 2022	August 14, 2022	August 20, 2022
		August 21, 2022	August 27, 2022
19	September 22, 2022	August 28, 2022	September 3, 2022
		September 4, 2022	September 10, 2022
20	October 6, 2022	September 11, 2022	September 17, 2022
		September 18, 2022	September 24, 2022
21	October 20, 2022	September 25, 2022	October 1, 2022
		October 2, 2022	October 8, 2022
22	November 3, 2022	October 9, 2022	October 15, 2022
		October 16, 2022	October 22, 2022
23	November 17, 2022	October 23, 2022	October 29, 2022
		October 30, 2022	November 5, 2022
24	December 1, 2022	November 6, 2022	November 12, 2022
		November 13, 2022	November 19, 2022
25	December 15, 2022	November 20, 2022	November 26, 2022
		November 27, 2022	December 3, 2022
26	December 29, 2022	December 4, 2022	December 10, 2022
		December 11, 2022	December 17, 2022
1	January 12, 2023	December 18, 2022	December 24, 2022
		December 25, 2022	December 31, 2022