

SECTION:

PAYROLL

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SUBJECT:

CUT-OFF AND PAY DATES

Issued by: Human Resources – Payroll Services

Replaces: November 20, 2020

Effective Date: November 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. 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>	
24	2-Dec-2021	19-Nov-2021	
25	16-Dec-2021	02-Dec-2021	Early Cut-Off
26	30-Dec-2021	10-Dec-2021	Early Cut-Off
1	13-Jan-2022	17-Dec-2021	Early Cut-Off
2	27-Jan-2022	14-Jan-2022	
3	10-Feb-2022	28-Jan-2022	
4	24-Feb-2022	10-Feb-2022	Early Cut-Off
5	10-Mar-2022	25-Feb-2022	
6	24-Mar-2022	11-Mar-2022	
7	7-Apr-2022	25-Mar-2022	
8	21-Apr-2022	06-Apr-2022	Early Cut-Off
9	5-May-2022	22-Apr-2022	
10	19-May-2022	06-May-2022	
11	2-Jun-2022	19-May-2022	Early Cut-Off
12	16-Jun-2022	03-Jun-2022	
13	30-Jun-2022	17-Jun-2022	
14	14-Jul-2022	30-Jun-2022	Early Cut-Off
15	28-Jul-2022	15-Jul-2022	
16	11-Aug-2022	28-Jul-2022	Early Cut-Off
17	25-Aug-2022	12-Aug-2022	
18	8-Sept-2022	25-Aug-2022	Early Cut-Off
19	22-Sept-2022	09-Sept-2022	
20	06-Oct-2022	22-Sept-2022	Early Cut-Off
21	20-Oct-2022	06-Oct-2022	Early Cut-Off
22	03-Nov-2022	21-Oct-2022	
23	17-Nov-2022	03-Nov-2022	Early Cut-Off
24	01-Dec-2022	18-Nov-2022	
25	15-Dec-2022	01-Dec-2022	Early Cut-Off
26	29-Dec-2022	09-Dec-2022	Early Cut-Off
1	12-Jan-2023	16-Dec-2022	Early Cut-Off

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