

SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES

Issued by: Human Resources – Payroll Services

Effective Date: October 22 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 3, 2019	December 9, 2018	December 15, 2018
		December 16, 2018	December 22, 2018
2	January 17, 2019	December 23, 2018	December 29, 2018
		December 30, 2018	January 5, 2019
3	January 31, 2019	January 6, 2019	January 12, 2019
		January 13, 2019	January 19, 2019
4	February 14, 2019	January 20, 2019	January 26, 2019
		January 27, 2019	February 2, 2019
5	February 28, 2019	February 3, 2019	February 9, 2019
		February 10, 2019	February 16, 2019
6	March 14, 2019	February 17, 2019	February 23, 2019
		February 24, 2019	March 2, 2019
7	March 28, 2019	March 3, 2019	March 9, 2019
		March 10, 2019	March 16, 2019
8	April 11, 2019	March 17, 2019	March 23, 2019
		March 24, 2019	March 30, 2019
9	April 25, 2019	March 31, 2019	April 6, 2019
		April 7, 2019	April 13, 2019
10	May 09, 2019	April 14, 2019	April 20, 2019
		April 21, 2019	April 27, 2019
11	May 23, 2019	April 28, 2019	May 4, 2019
		May 5, 2019	May 11, 2019
12	June 6, 2019	May 12, 2019	May 18, 2019
		May 19, 2019	May 25, 2019
13	June 20, 2019	May 26, 2019	June 1, 2019
		June 2, 2019	June 8, 2019
14	July 4, 2019	June 9, 2019	June 15, 2019
		June 16, 2019	June 22, 2019
15	July 18, 2019	June 23, 2019	June 29, 2019
		June 30, 2019	July 6, 2019
16	August 1, 2019	July 7, 2019	July 13, 2019
		July 14, 2019	July 20, 2019
17	August 15, 2019	July 21, 2019	July 27, 2019
		July 28, 2019	August 3, 2019
18	August 29, 2019	August 4, 2019	August 10, 2019
		August 11, 2019	August 17, 2019
19	September 12, 2019	August 18, 2019	August 24, 2019
		August 25, 2019	August 31, 2019
20	September 26, 2019	September 1, 2019	September 7, 2019
		September 8, 2019	September 14, 2019
21	October 10, 2019	September 15, 2019	September 21, 2019
		September 22, 2019	September 28, 2019
22	October 24, 2019	September 29, 2019	October 5, 2019
		October 6, 2019	October 12, 2019
23	November 7, 2019	October 13, 2019	October 19, 2019
		October 20, 2019	October 26, 2019
24	November 21, 2019	October 27, 2019	November 2, 2019
		November 3, 2019	November 9, 2019
25	December 5, 2019	November 10, 2019	November 16, 2019
		November 17, 2019	November 23, 2019
26	December 19, 2019	November 24, 2019	December 7, 2019
		December 8, 2019	December 14, 2019