

SECTION:

PAYROLL

INDEX: I-2

SUBJECT:

CUT-OFF AND PAY DATES

Issued by: Human Resources – Payroll Services

Replaces: October 12, 2017

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. 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	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
1	3-Jan-2019	12-Dec-2018	
2	17-Jan-2019	04-Jan-2019	
3	31-Jan-2019	18-Jan-2019	
4	14-Feb-2019	01-Feb-2019	
5	28-Feb-2019	14-Feb-2019	Thursday
6	14-Mar-2019	01-Mar-2019	
7	28-Mar-2019	15-Mar-2019	
8	11-Apr-2019	29-Mar-2019	
9	25-Apr-2019	10-Apr-2019	Wednesday
10	9-May-2019	26-Apr-2019	
11	23-May-2019	09-May-2019	Thursday
12	6-Jun-2019	24-May-2019	
13	20-Jun-2019	07-Jun-2019	
14	4-Jul-2019	20-Jun-2019	Thursday
15	18-Jul-2019	05-Jul-2019	
16	1-Aug-2019	19-Jul-2019	
17	15-Aug-2019	01-Aug-2019	Thursday
18	29-Aug-2019	16-Aug-2019	
19	12-Sep-2019	29-Aug-2019	Thursday
20	26-Sep-2019	13-Sep-2019	
21	10-Oct-2019	27-Sep-2019	
22	24-Oct-2019	10-Oct-2019	Thursday
23	7-Nov-2019	25-Oct-2019	
24	21-Nov-2019	07-Nov-2019	Thursday
25	5-Dec-2019	22-Nov-2019	
26	19-Dec-2019	05-Dec-2019	Thursday

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