

SECTION:

PAYROLL

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SUBJECT:

CUT-OFF AND PAY DATES

Issued by: People and Culture – Payroll Services

Replaces: December 1, 2022

Effective Date: December 1, 2023

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>	
1	11-Jan-2024	18-Dec-2023	Early Cut-Off
2	25-Jan-2024	12-Jan-2024	
3	08-Feb-2024	26-Jan-2024	
4	22-Feb-2024	08-Feb-2024	Early Cut-Off
5	07-Mar-2024	23-Feb-2024	
6	21-Mar-2024	08-Mar-2024	
7	04-Apr-2024	20-Mar-2024	Early Cut-Off
8	18-Apr-2024	05-Apr-2024	
9	02-May-2024	19-Apr-2024	
10	16-May-2024	03-May-2024	
11	30-May-2024	16-May-2024	Early Cut-Off
12	13-Jun-2024	31-May-2024	
13	27-Jun-2024	14-Jun-2024	
14	11-Jul-2024	27-Jun-2024	Early Cut-Off
15	25-Jul-2024	12-Jul-2024	
16	08-Aug-2024	25-Jul-2024	Early Cut-Off
17	22-Aug-2024	09-Aug-2024	
18	05-Sept-2024	22-Aug-2024	Early Cut-Off
19	19-Sept-2024	06-Sept-2024	
20	03-Oct-2024	19-Sept-2024	Early Cut-Off
21	17-Oct-2024	03-Oct-2024	Early Cut-Off
22	31-Oct-2024	18-Oct-2024	
23	14-Nov-2024	31-Oct-2024	Early Cut-Off
24	28-Nov-2024	15-Nov-2024	
25	12-Dec-2024	28-Nov-2024	Early Cut-Off
26	24-Dec-2024	06-Dec-2024	Early Cut-Off
1	09-Jan-2025	16-Dec-2024	Early Cut-Off

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

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