



Purpose

This document has been developed to assist administrators in understanding and navigating the various deadlines for submitting HR related transaction requests to Shared Services. As the HR Services team receives thousands of different HR related requests each month, working together to understand why there are deadlines not only provides our team with reasonable timelines to vet and process your requests, it also helps you to plan accordingly to minimize disruption to your staff or faculty pay and ensures the university is compliant with Collective Agreements, regulations and federal and provincial legislation.

The [Payroll Deadline Chart](#) lists all of the deadlines you need to know for the calendar year for both semi-monthly and monthly pay. Questions? Contact the Staff Service Centre.

Definitions

Pay Frequency

Staff and Students at the University are compensated for their work either on a semi-monthly basis (twice a month) or on a monthly basis depending on their employee type.

Pay Frequency	Employee Type
Semi-Monthly	Support Staff, Graduate Students, Postdoctoral Fellows, Excluded Students
Monthly	Academic Staff, Excluded Management, Excluded Academic, Persons of Interest

Pay Period

The period of time staff or students work and are being paid for.

eForm/PAF Deadline

The last day, by which administrators must submit any HR transactions that are effective for that pay period in order to be processed by payroll, confirm date and paid to an employee. These typically include appointments, changes to an employee's job that will affect their take home pay such as (but not limited to) a change in their hours worked (FTE), additional pay, responsibility pay, salary or hourly rate change, employee commencing a leave of absence or Position Information Form (PIF).

Example:

Responsibility pay for an employee effective Feb 5, 2023

> submit eform/PAF by January 25, 2023

> employee receives responsibility pay on Feb 24, 2023

Pay Period	APS Deadline	eForm/Pay Action Form Deadline	Time Entry Deadline 6:30 pm	Time Approval Deadline 6:30 pm	Payroll Confirm Date	Pay Date
January 1-15	January 4	January 10	January 17	January 18	January 20	January 25
January 16-31	January 6	January 20	February 2	February 3	February 7	February 10
February 1-15	January 18	January 25	February 13	February 14	February 16	February 24

Time Entry deadline

Time worked (hourly employees) and exception time (salaried employees) should be entered daily; this is the last day that time entry for the current pay period can be entered.

Reminder: employees will be unable to key hours until the appointment (eform/PAF) has been processed.

Time Approval deadline

This is the last day in the current pay period for employees time worked to be approved by direct reports. For salaried employees any time not approved will not be processed for payment

Note: if employees enter their time worked on a daily basis, it can be approved more frequently rather than waiting until the time approval deadline date.

Payroll Confirm Date



The date that the payroll is finalized for the current pay period and sent to the financial intuition for processing payments. This ensures that employees receive their net pay on the pay date.

Pay Date

This is typically 10 days after the end of the pay period. This identifies the date employees are paid, receive their Net Pay in their bank account and can view and print their pay statement from Beartracks

Appointment/Re-Appointments

Typically, these transactions require more time to review, process and set up in the system, as such we suggest the following for your consideration and action

Method of Submission	Alfresco Process Service	eForms or Pay Action Forms (PAF)
Type of Action	New hire, Rehire , Transfers	New hire, Rehire , Transfers to a new job or department/faculty & Secondment
Deadline	10 business days prior to employees start date of appointment	5 business days before start date of appointment
Example	New hire support staff starts on February 16 then the APS request should be sent in to Shared Services by February 3	New hire support staff starts on February 1 then the eForm should be approved and submitted to Shared Services by January 25

Important Action Items to Remember!!

Subscribe to the Payroll Calendar

Dates will be added to your google calendar for your convenience to remind you of your key actions.

Terminations

Temporary Contracts: If you have hired a faculty or staff member on a temporary contract for a specific term (ie: start date Jan 1 with an end date of August 31) and the contract is not being extended beyond August 31 no further action is required.

Regular Continuing contracts: If the employee resigns or a termination is actioned, information must be submitted prior to the staff members' last day worked to ensure appropriate steps are taken to manage access, adhere to legislated obligations and ensure the employee is not overpaid.



SEMI – MONTHLY PAYROLL CHART

Pay Period	APS Deadline	eForm/Pay Action Form Deadline	Time Entry Deadline 6:30 pm	Time Approval Deadline 6:30 pm	Payroll Confirm Date	Pay Date
January 1-15	January 4	January 10	January 17	January 18	January 20	January 25
January 16-31	January 6	January 20	February 2	February 3	February 7	February 10
February 1-15	January 18	January 25	February 13	February 14	February 16	February 24
February 16-28	February 3	February 10	March 2	March 3	March 7	March 10
March 1-15	February 16	February 24	March 16	March 17	March 21	March 24
March 16-31	March 3	March 10	March 29	March 30	April 3	April 6
April 1-15	March 17	March 24	April 16	April 17	April 19	April 25
April 16-30	March 30	April 6	May 2	May 3	May 5	May 10
May 1-15	April 18	April 25	May 16	May 17	May 19	May 25
May 16-31	May 3	May 10	June 1	June 2	June 6	June 9
June 1-15	May 17	May 25	June 15	June 16	June 20	June 23
June 16-30	June 2	June 9	June 29	June 30	July 5	July 10
July 1-15	June 16	June 23	July 17	July 18	July 20	July 25
July 16-31	June 30	July 10	August 1	August 2	August 4	August 10
August 1-15	July 18	July 25	August 17	August 18	August 22	August 25
August 16-31	August 2	August 10	August 30	August 31	September 5	September 8
September 1-15	August 18	August 25	September 17	September 18	September 20	September 25
September 16-30	August 31	September 8	October 1	October 2	October 4	October 10
October 1-15	September 18	September 25	October 17	October 18	October 20	October 25
October 16-31	October 2	October 10	November 2	November 3	November 7	November 10
November 1-15	October 18	October 25	November 16	November 17	November 21	November 24
November 16-30	November 3	November 10	November 30	December 1	December 5	December 8
December 1-15	November 17	November 24	December 14	December 15	December 19	December 22
December 16-31	December 1	December 8	January 1	January 2	January 5	January 10

MONTHLY PAYROLL CHART

Pay Period	APS Deadline	eForm/Pay Action Form Deadline	Time Entry Deadline 6:30 pm	Time Approval Deadline 6:30 pm	Payroll Confirm Date	Pay Date
January 1-31	January 4	January 13	January 22	January 23	January 25	January 30
February 1-28	January 20	January 25	February 16	February 17	February 22	February 27
March 1-31	February 16	February 24	March 22	March 23	March 27	March 30
April 1-30	March 17	March 24	April 19	April 20	April 24	April 27
May 1-31	April 18	April 25	May 21	May 23	May 25	May 30
June 1-30	May 17	June 9	June 21	June 22	June 26	June 29
July 1-31	June 16	July 13	July 20	July 21	July 25	July 28
August 1-31	July 18	August 11	August 23	August 25	August 25	August 30
September 1-30	August 18	September 8	September 17	September 18	September 25	September 28
October 1-31	September 18	October 13	October 22	October 23	October 25	October 30
November 1-30	October 18	November 10	November 21	November 22	November 24	November 29
December 1-31	November 17	December 8	December 18	December 19	December 21	December 28

* Off-cycles will be processed 3 times a month around each pay date subject to approval