
HOURLY Payroll Schedule – 2024

EMPLOYMENT DOCUMENTATION: All documentation for new hires (including pay authorizations and new hire documentation) must be submitted by the cut-off date for each pay period. This applies to new employees or employees who have additional roles or who have changed positions. All of the required forms can be found at this link: <https://hr.acadiau.ca/employment/student-casual-new-hire-forms.html>

Pay Period Start	Pay Period End	Cut-off for employment documentation (see above)	Cut-off for employees to submit hours @12:00pm	Cut-off @ 4:30pm for supervisors to approve/submit hours	Pay Date
10-Dec	23-Dec	20-Dec	26-Dec	27-Dec	4-Jan
24-Dec	6-Jan	3-Jan	9-Jan	10-Jan	18-Jan
7-Jan	20-Jan	17-Jan	23-Jan	24-Jan	1-Feb
21-Jan	3-Feb	31-Jan	6-Feb	7-Feb	15-Feb
4-Feb	17-Feb	14-Feb	20-Feb	21-Feb	29-Feb
18-Feb	2-Mar	28-Feb	5-Mar	6-Mar	14-Mar
3-Mar	16-Mar	13-Mar	19-Mar	20-Mar	28-Mar
17-Mar	30-Mar	27-Mar	2-Apr	3-Apr	11-Apr
31-Mar	13-Apr	10-Apr	16-Apr	17-Apr	25-Apr
14-Apr	27-Apr	24-Apr	30-Apr	1-May	9-May
28-Apr	11-May	8-May	14-May	15-May	23-May
12-May	25-May	22-May	28-May	29-May	6-Jun
26-May	8-Jun	5-Jun	11-Jun	12-Jun	20-Jun
9-Jun	22-Jun	19-Jun	25-Jun	26-Jun	4-Jul
23-Jun	6-Jul	3-Jul	9-Jul	10-Jul	18-Jul
7-Jul	20-Jul	17-Jul	23-Jul	24-Jul	1-Aug
21-Jul	3-Aug	31-Jul	6-Aug	7-Aug	15-Aug
4-Aug	17-Aug	14-Aug	20-Aug	21-Aug	29-Aug
18-Aug	31-Aug	28-Aug	3-Sep	4-Sep	12-Sep
1-Sep	14-Sep	11-Sep	17-Sep	18-Sep	26-Sep
15-Sep	28-Sep	25-Sep	1-Oct	2-Oct	10-Oct
29-Sep	12-Oct	9-Oct	15-Oct	16-Oct	24-Oct
13-Oct	26-Oct	23-Oct	29-Oct	30-Oct	7-Nov
27-Oct	9-Nov	6-Nov	12-Nov	13-Nov	21-Nov
10-Nov	23-Nov	20-Nov	26-Nov	27-Nov	5-Dec
24-Nov	7-Dec	4-Dec	10-Dec	11-Dec	19-Dec