

## HOURLY Payroll Schedule – 2022

**EMPLOYMENT PAPERWORK:** All employee related paperwork must be submitted as per the schedule below (see column “Cut-off for employment paperwork”). This applies to new employees or employees who have additional roles or who have changed positions. This paperwork includes:

- [New Hire Information](#)
- [Federal Tax Credit Form](#)
- [Provincial Tax Credit Form](#)
- Direct Deposit Info (void cheque or print out from bank)

Employees may be required to submit timesheets earlier than stated, depending on department operational needs. Please confirm the cut-off dates with your supervisor. If a holiday occurs within a pay period, a notice will be sent advising of the earlier cut off.

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