

HOURLY Payroll Schedule – 2025

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
8-Dec	21-Dec	18-Dec	24-Dec	25-Dec	2-Jan
22-Dec	4-Jan	1-Jan	7-Jan	8-Jan	16-Jan
5-Jan	18-Jan	15-Jan	21-Jan	22-Jan	30-Jan
19-Jan	1-Feb	29-Jan	4-Feb	5-Feb	13-Feb
2-Feb	15-Feb	12-Feb	18-Feb	19-Feb	27-Feb
16-Feb	1-Mar	26-Feb	4-Mar	5-Mar	13-Mar
2-Mar	15-Mar	12-Mar	18-Mar	19-Mar	27-Mar
16-Mar	29-Mar	26-Mar	1-Apr	2-Apr	10-Apr
30-Mar	12-Apr	9-Apr	15-Apr	16-Apr	24-Apr
13-Apr	26-Apr	23-Apr	29-Apr	30-Apr	8-May
27-Apr	10-May	7-May	13-May	14-May	22-May
11-May	24-May	21-May	27-May	28-May	5-Jun
25-May	7-Jun	4-Jun	10-Jun	11-Jun	19-Jun
8-Jun	21-Jun	18-Jun	24-Jun	25-Jun	3-Jul
22-Jun	5-Jul	2-Jul	8-Jul	9-Jul	17-Jul
6-Jul	19-Jul	16-Jul	22-Jul	23-Jul	31-Jul
20-Jul	2-Aug	30-Jul	5-Aug	6-Aug	14-Aug
3-Aug	16-Aug	13-Aug	19-Aug	20-Aug	28-Aug
17-Aug	30-Aug	27-Aug	2-Sep	3-Sep	11-Sep
31-Aug	13-Sep	10-Sep	16-Sep	17-Sep	25-Sep
14-Sep	27-Sep	24-Sep	30-Sep	1-Oct	9-Oct
28-Sep	11-Oct	8-Oct	14-Oct	15-Oct	23-Oct
12-Oct	25-Oct	22-Oct	28-Oct	29-Oct	6-Nov
26-Oct	8-Nov	5-Nov	11-Nov	12-Nov	20-Nov
9-Nov	22-Nov	19-Nov	25-Nov	26-Nov	4-Dec
23-Nov	6-Dec	3-Dec	9-Dec	10-Dec	18-Dec