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## HOURLY Payroll Schedule – 2021

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**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 Info](#)
- [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 @ 4:30pm for supervisors to approve/submit hours	Pay Date
13-Dec	26-Dec	23-Dec	29-Dec	30-Dec	7-Jan
27-Dec	9-Jan	6-Jan	12-Jan	13-Jan	21-Jan
10-Jan	23-Jan	20-Jan	26-Jan	27-Jan	4-Feb
24-Jan	6-Feb	3-Feb	9-Feb	10-Feb	18-Feb
7-Feb	20-Feb	17-Feb	23-Feb	24-Feb	4-Mar
21-Feb	6-Mar	3-Mar	9-Mar	10-Mar	18-Mar
7-Mar	20-Mar	17-Mar	23-Mar	24-Mar	1-Apr
21-Mar	3-Apr	31-Mar	6-Apr	7-Apr	15-Apr
4-Apr	17-Apr	14-Apr	20-Apr	21-Apr	29-Apr
18-Apr	1-May	28-Apr	4-May	5-May	13-May
2-May	15-May	12-May	18-May	19-May	27-May
16-May	29-May	26-May	1-Jun	2-Jun	10-Jun
30-May	12-Jun	9-Jun	15-Jun	16-Jun	24-Jun
13-Jun	26-Jun	23-Jun	29-Jun	30-Jun	8-Jul
27-Jun	10-Jul	7-Jul	13-Jul	14-Jul	22-Jul
11-Jul	24-Jul	21-Jul	27-Jul	28-Jul	5-Aug
25-Jul	7-Aug	4-Aug	10-Aug	11-Aug	19-Aug
8-Aug	21-Aug	18-Aug	24-Aug	25-Aug	2-Sep
22-Aug	4-Sep	1-Sep	7-Sep	8-Sep	16-Sep
5-Sep	18-Sep	15-Sep	21-Sep	22-Sep	30-Sep
19-Sep	2-Oct	29-Sep	5-Oct	6-Oct	14-Oct
3-Oct	16-Oct	13-Oct	19-Oct	20-Oct	28-Oct
17-Oct	30-Oct	27-Oct	2-Nov	3-Nov	<b>10-Nov</b>
31-Oct	13-Nov	10-Nov	16-Nov	17-Nov	25-Nov
14-Nov	27-Nov	24-Nov	30-Nov	1-Dec	9-Dec
28-Nov	11-Dec	8-Dec	14-Dec	15-Dec	23-Dec