

Faculty of ALES - 2019 Monthly Payroll Deadlines

New Hires, appointment extensions & re-appointments must be received in HRS at least two weeks prior to effective date of change.

Pay Action Forms Deadline: The date that paper forms are due to HR by for processing for that pay period

eForms Deadline: The date that eForms are due in the HR approval worklist to be loaded into HCM. eForms received after this day will not be processed for the current pay cycle

Time Entry Deadline: The deadline for all the time sheets to be keyed into online time entry through 'Time & Labour' in HCM system for processing

Time Approval Deadline: The deadline for approving all unapproved time in 'Time & Labour'

Pay Period	Appointment Letter/Changes Due	EFORM Deadline as set by Central HR	ESS Time Entry Deadline	Time Approval Deadline as set by Central HR	Pay Day
January 1 - 31	January 7	January 14	January 18	January 23	January 30
February 1-28	February 4	February 11	February 13	February 20	February 27
March 1-31	March 5	March 12	March 15	March 21	March 28
April 1-30	April 3	April 10	April 12	April 18	April 29
May 1-31	May 3	May 13	May 16	May 23	May 30
June 1-30	June 5	June 12	June 14	June 20	June 27
July 1-31	July 3	July 12	July 17	July 23	July 30
August 1-31	August 6	August 13	August 16	August 22	August 29
September 1-30	September 3	September 11	September 16	September 20	September 27
October 1-31	October 4	October 11	October 17	October 23	October 30
November 1-30	November 5	November 12	November 15	November 21	November 28
December 1-31	December 3	December 10	December 12	December 18	December 30