

Faculty of ALES

2019 Semi-Monthly Payroll Deadline Dates

New hires, appointment extensions 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 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'

| Semi-Monthly Pay Period | Appointments Letters/Changes Due | Eform Deadline as set by Central HR | ESS Time Entry Deadline | ESS Approval Deadline as set by Central HR | Pay Day |
|-------------------------|----------------------------------|-------------------------------------|-------------------------|--|------------------|
| January 1-15 | January 7 | January 10 | January 11 | January 17 | January 25 |
| January 16-31 | January 18 | January 25 | January 28 | February 4 | February 8 |
| February 1-15 | February 1 | February 7 | February 8 | February 14 | February 25 |
| February 16-28 | February 15 | February 21 | February 25 | March 1 | March 8 |
| March 1-15 | March 4 | March 11 | March 12 | March 18 | March 25 |
| March 16-31 | March 15 | March 21 | March 25 | March 28 | April 10 |
| April 1-15 | April 1 | April 8 | April 9 | April 15 | April 25 |
| April 16-30 | April 18 | April 26 | April 26 | May 2 | May 10 |
| May 1-15 | May 3 | May 9 | May 13 | May 16 | May 24 |
| May 16-31 | May 17 | May 24 | May 27 | May 31 | June 10 |
| June 1-15 | June 3 | June 7 | June 10 | June 14 | June 25 |
| June 16-30 | June 18 | June 25 | June 26 | July 3 | July 10 |
| July 1-15 | July 2 | July 10 | July 10 | July 16 | July 25 |
| July 16-31 | July 18 | July 25 | July 26 | August 1 | August 9 |
| August 1-15 | August 2 | August 9 | August 9 | August 15 | August 23 |
| August 16-31 | August 19 | August 26 | August 27 | September 3 | September 10 |
| September 1-15 | August 30 | September 10 | September 11 | September 17 | September 25 |
| September 16-30 | September 20 | September 27 | September 27 | October 3 | October 10 |
| October 1-15 | October 4 | October 10 | October 10 | October 17 | October 25 |
| October 16-31 | October 18 | October 25 | October 28 | November 1 | November 8 |
| November 1-15 | November 4 | November 8 | November 8 | November 15 | November 25 |
| November 16-30 | November 19 | November 26 | November 27 | December 3 | December 10 |
| December 1-15 | December 2 | December 10 | December 10 | December 16 | December 24 |
| December 16-31 | December 13 | December 19 | December 20 | January 3/20 | January 10, 2020 |

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