

PAYROLL SCHEDULE 2021

TIME SHEET SUBMISSION DEADLINES

WORK-STUDY STUDENTS: TIME SHEETS ARE DUE ONE DAY PRIOR TO THE REGULAR DEADLINE
EXAMPLE: Work Study due date is JAN 4th for PP 2101

Pay Period NUMBER	PAY PERIOD DATE		~~~ TIME SHEET DUE DATES ~~~		PAY DATE
	FROM:	TO:	EMPLOYEES "SEND FOR APPROVAL"	SUPERVISORS APPROVAL	
			BY END OF DAY	BY NOON	
			*Don't submit too early, or you may have trouble adjusting once approved		
2027	DEC 13, 2020	DEC 26, 2020	**DEC 15, 2020**	**DEC 16, 2020**	DEC 31, 2020
2101	DEC 27, 2020	JAN 9, 2021	JAN 5, 2021	JAN 6, 2021	JAN 15, 2021
2102	JAN 10, 2021	JAN 23, 2021	JAN 19, 2021	JAN 20, 2021	JAN 29, 2021
2103	JAN 24, 2021	FEB 6, 2021	FEB 2, 2021	FEB 3, 2021	FEB 12, 2021
2104	FEB 7, 2021	FEB 20, 2021	FEB 16, 2021	FEB 17, 2021	FEB 26, 2021
2105	FEB 21, 2021	MAR 6, 2021	MAR 2, 2021	MAR 3, 2021	MAR 12, 2021
2106	MAR 7, 2021	MAR 20, 2021	MAR 16, 2021	MAR 17, 2021	MAR 26, 2021
2107	MAR 21, 2021	APR 3, 2021	**MAR 29, 2021**	**MAR 30, 2021**	APR 9, 2021
2108	APR 4, 2021	APR 17, 2021	APR 13, 2021	APR 14, 2021	APR 23, 2021
2109	APR 18, 2021	MAY 1, 2021	APR 27, 2021	APR 28, 2021	MAY 7, 2021
2110	MAY 2, 2021	MAY 15, 2021	MAY 11, 2021	MAY 12, 2021	MAY 21, 2021
2111	MAY 16, 2021	MAY 29, 2021	MAY 25, 2021	MAY 26, 2021	JUN 4, 2021
2112	MAY 30, 2021	JUN 12, 2021	JUN 8, 2021	JUN 9, 2021	JUN 18, 2021
2113	JUN 13, 2021	JUN 26, 2021	JUN 22, 2021	JUN 23, 2021	JUL 2, 2021
2114	JUN 27, 2021	JUL 10, 2021	JUL 6, 2021	JUL 7, 2021	JUL 16, 2021
2115	JUL 11, 2021	JUL 24, 2021	JUL 20, 2021	JUL 21, 2021	JUL 30, 2021
2116	JUL 25, 2021	AUG 7, 2021	AUG 3, 2021	AUG 4, 2021	AUG 13, 2021
2117	AUG 8, 2021	AUG 21, 2021	AUG 17, 2021	AUG 18, 2021	AUG 27, 2021
2118	AUG 22, 2021	SEP 4, 2021	AUG 31, 2021	SEP 1, 2021	SEP 10, 2021
2119	SEP 5, 2021	SEP 18, 2021	SEP 14, 2021	SEP 15, 2021	SEP 24, 2021
2120	SEP 19, 2021	OCT 2, 2021	SEP 28, 2021	SEP 29, 2021	OCT 8, 2021
2121	OCT 3, 2021	OCT 16, 2021	OCT 12, 2021	OCT 13, 2021	OCT 22, 2021
2122	OCT 17, 2021	OCT 30, 2021	OCT 26, 2021	OCT 27, 2021	NOV 5, 2021
2123	OCT 31, 2021	NOV 13, 2021	NOV 9, 2021	NOV 10, 2021	NOV 19, 2021
2124	NOV 14, 2021	NOV 27, 2021	NOV 23, 2021	NOV 24, 2021	DEC 3, 2021
2125	NOV 28, 2021	DEC 11, 2021	DEC 7, 2021	DEC 8, 2021	DEC 17, 2021
2126 ¹	DEC 12, 2021	DEC 25, 2021	**DEC 15, 2021**	**DEC 16, 2021**	DEC 31, 2021
2201 ¹	DEC 26, 2021	JAN 8, 2022	JAN 4, 2022	JAN 5, 2022	JAN 14, 2022

PLEASE NOTE: Time sheets may be called for earlier than these dates, depending on time lines to process payroll

Adjustments after time sheet has been approved:

Once your time sheet is approved, you will not be able to "edit" what has been approved, but you can still add more tasks and send those for approval up until the deadline.

Once Payroll transfers your time sheet, you will not be able to click the "Add work task" button, and the only way to adjust at that point is to email payroll.

****Due date altered for Stat holiday processing time**

Note 1: (Winter Break Reporting)

PPWC EMPLOYEES ONLY

PP 2126: DEC 24 is reported as a STAT
 PP 2201: DEC 29, 30, 31, are reported as Leave With Pay (LWP) days (if eligible under article 9.08 of the CA)

ALL EMPLOYEES

PP 2201: DEC 27, 28 and JAN 3, are STATs. (Observation of 25th, 26th, and 1st)