

PAYROLL SCHEDULE 2024 TIME SHEET SUBMISSION DEADLINES

Highlighted dates are earlier than normal due to shortened processing time for Stat holidays

Pay Period NUMBER	PAY PERIOD DATE FROM: TO:		~~~ TIME SHEET DUE DATES ~~~		PAY DATE
			EMPLOYEES "SEND FOR APPROVAL"	SUPERVISORS APPROVAL	
			BY END OF DAY	BY NOON	
2401*	Dec 24, 2023	Jan 06, 2024	Jan 02, 2024	Jan 3, 2024	Jan 12, 2024
2402	Jan 07, 2024	Jan 20, 2024	Jan 16, 2024	Jan 17, 2024	Jan 26, 2024
2403	Jan 21, 2024	Feb 03, 2024	Jan 30, 2024	Jan 31, 2024	Feb 09, 2024
2404	Feb 04, 2024	Feb 17, 2024	Feb 12, 2024	Feb 13, 2024	Feb 23, 2024
2405	Feb 18, 2024	Mar 02, 2024	Feb 27, 2024	Feb 28, 2024	Mar 08, 2024
2406	Mar 03, 2024	Mar 16, 2024	Mar 12, 2024	Mar 13, 2024	Mar 22, 2024
2407	Mar 17, 2024	Mar 30, 2024	Mar 21, 2024	Mar 25, 2024	Apr 05, 2024
2408	Mar 31, 2024	Apr 13, 2024	Apr 09, 2024	Apr 10, 2024	Apr 19, 2024
2409	Apr 14, 2024	Apr 27, 2024	Apr 23, 2024	Apr 24, 2024	May 03, 2024
2410	Apr 28, 2024	May 11, 2024	May 07, 2024	May 08, 2024	May 17, 2024
2411	May 12, 2024	May 25, 2024	May 21, 2024	May 22, 2024	May 31, 2024
2412	May 26, 2024	Jun 08, 2024	Jun 04, 2024	Jun 05, 2024	Jun 14, 2024
2413	Jun 09, 2024	Jun 22, 2024	Jun 18, 2024	Jun 19, 2024	Jun 28, 2024
2414	Jun 23, 2024	Jul 06, 2024	Jul 02, 2024	Jul 03, 2024	Jul 12, 2024
2415	Jul 07, 2024	Jul 20, 2024	Jul 16, 2024	Jul 17, 2024	Jul 26, 2024
2416	Jul 21, 2024	Aug 03, 2024	Jul 29, 2024	Jul 30, 2024	Aug 09, 2024
2417	Aug 04, 2024	Aug 17, 2024	Aug 13, 2024	Aug 14, 2024	Aug 23, 2024
2418	Aug 18, 2024	Aug 31, 2024	Aug 26, 2024	Aug 27, 2024	Sep 06, 2024
2419	Sep 01, 2024	Sep 14, 2024	Sep 10, 2024	Sep 11, 2024	Sep 20, 2024
2420	Sep 15, 2024	Sep 28, 2024	Sep 23, 2024	Sep 24, 2024	Oct 04, 2024
2421	Sep 29, 2024	Oct 12, 2024	Oct 08, 2024	Oct 09, 2024	Oct 18, 2024
2422	Oct 13, 2024	Oct 26, 2024	Oct 22, 2024	Oct 23, 2024	Nov 01, 2024
2423	Oct 27, 2024	Nov 09, 2024	Nov 04, 2024	Nov 05, 2024	Nov 15, 2024
2424	Nov 10, 2024	Nov 23, 2024	Nov 19, 2024	Nov 20, 2024	Nov 29, 2024
2425	Nov 24, 2024	Dec 07, 2024	Dec 03, 2024	Dec 04, 2024	Dec 13, 2024
2426	Dec 08, 2024	Dec 21, 2024	Dec 10, 2024	Dec 11, 2024	Dec 27, 2024
2501	Dec 22, 2024	Jan 04, 2025	Dec 31, 2024	Jan 01, 2025	Jan 10, 2025

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

Helpful Notes

1. FOR UNIT 4 INSTRUCTION GUIDES, VISIT: <https://go.selkirk.ca/display/KB/Timesheets>
2. **DO NOT ENTER TIME INTO A PAY PERIOD THAT HAS ALREADY PASSED.**
*For example, if it is January 7th, it is too late to enter time into your time sheet for Pay Period 2401 (ends Jan 6)
3. If you need to make an adjustment, please review the guide "How to Adjust Your Unit4 Timesheet" ; or send an email with the detailed adjustment to Payroll.timesheets@selkirk.ca, and CC your supervisor for approval.

*PP 2401: Winter Break Reporting

PPWC EMPLOYEES ONLY

PP 2401: DEC 25, 26, 27, and JAN 1, are reported as STAT (if eligible for Stat pay)
DEC 28 & 29, are reported as Leave With Pay (LWPPWC), if eligible under article 9.08 of the CA.

ALL OTHER TIME SHEET EMPLOYEES

PP 2401: DEC 25, 26, and JAN 1, are to be reported as STATS, (if eligible for stat pay).