

PAYROLL SCHEDULE 2025 TIME SHEET SUBMISSION DEADLINES

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

Pay Period NUMBER	PAY PERIOD DATE		~~~ TIME SHEET DUE DATES ~~~		PAY DATE
			EMPLOYEES "SEND FOR APPROVAL"	SUPERVISORS APPROVAL	
	FROM:	TO:	BY END OF DAY	BY NOON	
2501*	Dec 22, 2024	Jan 04, 2025	Dec 20, 2024	Jan 2, 2025	Jan 10, 2025
2502	Jan 05, 2025	Jan 18, 2025	Jan 14, 2025	Jan 15, 2025	Jan 24, 2025
2503	Jan 19, 2025	Feb 01, 2025	Jan 28, 2025	Jan 29, 2025	Feb 07, 2025
2504	Feb 02, 2025	Feb 15, 2025	Feb 10, 2025	Feb 11, 2025	Feb 21, 2025
2505	Feb 16, 2025	Mar 01, 2025	Feb 25, 2025	Feb 26, 2025	Mar 07, 2025
2506	Mar 02, 2025	Mar 15, 2025	Mar 11, 2025	Mar 12, 2025	Mar 21, 2025
2507	Mar 16, 2025	Mar 29, 2025	Mar 25, 2025	Mar 26, 2025	Apr 04, 2025
2508	Mar 30, 2025	Apr 12, 2025	Apr 07, 2024	Apr 08, 2024	Apr 17, 2025
2509	Apr 13, 2025	Apr 26, 2025	Apr 22, 2025	Apr 23, 2025	May 02, 2025
2510	Apr 27, 2025	May 10, 2025	May 06, 2025	May 07, 2025	May 16, 2025
2511	May 11, 2025	May 24, 2025	May 20, 2025	May 21, 2025	May 30, 2025
2512	May 25, 2025	Jun 07, 2025	Jun 03, 2025	Jun 04, 2025	Jun 13, 2025
2513	Jun 08, 2025	Jun 21, 2025	Jun 17, 2025	Jun 18, 2025	Jun 27, 2025
2514	Jun 22, 2025	Jul 05, 2025	Jun 30, 2025	Jul 02, 2025	Jul 11, 2025
2515	Jul 06, 2025	Jul 19, 2025	Jul 15, 2025	Jul 16, 2025	Jul 25, 2025
2516	Jul 20, 2025	Aug 02, 2025	Jul 28, 2025	Jul 29, 2025	Aug 08, 2025
2517	Aug 03, 2025	Aug 16, 2025	Aug 12, 2025	Aug 13, 2025	Aug 22, 2025
2518	Aug 17, 2025	Aug 30, 2025	Aug 25, 2025	Aug 26, 2025	Sep 05, 2025
2519	Aug 31, 2025	Sep 13, 2025	Sep 09, 2025	Sep 10, 2025	Sep 19, 2025
2520	Sep 14, 2025	Sep 27, 2025	Sep 22, 2025	Sep 23, 2025	Oct 03, 2025
2521	Sep 28, 2025	Oct 11, 2025	Oct 06, 2025	Oct 07, 2025	Oct 17, 2025
2522	Oct 12, 2025	Oct 25, 2025	Oct 21, 2025	Oct 22, 2025	Oct 31, 2025
2523	Oct 26, 2025	Nov 08, 2025	Nov 03, 2025	Nov 04, 2025	Nov 14, 2025
2524	Nov 09, 2025	Nov 22, 2025	Nov 18, 2025	Nov 19, 2025	Nov 28, 2025
2525	Nov 23, 2025	Dec 06, 2025	Dec 02, 2025	Dec 03, 2025	Dec 12, 2025
2526	Dec 07, 2025	Dec 20, 2025	Dec 09, 2025	Dec 10, 2025	Dec 24, 2025
2601	Dec 21, 2025	Jan 03, 2026	Dec 19, 2025	Dec 22, 2025	Jan 09, 2026

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

Helpful Notes

- FOR UNIT 4 INSTRUCTION GUIDES, VISIT: <https://selkirkcollege.atlassian.net/wiki/spaces/KB/pages/6933143/Timesheets>
- YOU CAN ENTER TIMESHEETS FOR THE PREVIOUS 2 PAY PERIODS AND SEND FOR APPROVAL.**
*If you enter previous period timesheets please email payroll.timesheets@selkirk.ca to ensure they can be processed.
- If you need to make an adjustment, please review the "Employee Resources - Timesheets Module" guide, and the "How to Adjust Your Unit4 Timesheet" section; or send an email with the detailed adjustment to Payroll.timesheets@selkirk.ca, and CC your supervisor for approval.

*PP 2501: Winter Break Reporting

PPWC EMPLOYEES ONLY

PP 2501: DEC 24, 25, 26, and JAN 1, are reported as STAT (if eligible for Stat pay)
DEC 27, 30 & 31, are reported as Leave With Pay (LWPPWC), if eligible under article 9.08 of the CA.

ALL OTHER TIME SHEET EMPLOYEES

PP 2501: DEC 25, 26, and JAN 1, are to be reported as STATs, (if eligible for stat pay).