

## PAYROLL SCHEDULE 2022 TIME SHEET SUBMISSION DEADLINES

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	
2126	DEC 12, 2021	DEC 25, 2021	<b>**DEC 15, 2021**</b>	<b>**DEC 16, 2021**</b>	DEC 31, 2021
2201	DEC 26, 2021	JAN 8, 2022	JAN 4, 2021	JAN 5, 2021	JAN 14, 2022
2202	JAN 9, 2022	JAN 22, 2022	JAN 18, 2022	JAN 19, 2022	JAN 28, 2022
2203	JAN 23, 2022	FEB 5, 2022	FEB 1, 2022	FEB 2, 2022	FEB 11, 2022
2204	FEB 6, 2022	FEB 19, 2022	<b>**FEB 14, 2022**</b>	<b>**FEB 15, 2022**</b>	FEB 25, 2022
2205	FEB 20, 2022	MAR 5, 2022	MAR 1, 2022	MAR 2, 2022	MAR 11, 2022
2206	MAR 6, 2022	MAR 19, 2022	MAR 15, 2022	MAR 16, 2022	MAR 25, 2022
2207	MAR 20, 2022	APR 2, 2022	MAR 29, 2022	MAR 30, 2022	APR 8, 2022
2208	APR 3, 2022	APR 16, 2022	<b>**APR 8, 2022**</b>	<b>**APR 11, 2022**</b>	APR 22, 2022
2209	APR 17, 2022	APR 30, 2022	APR 26, 2022	APR 27, 2022	MAY 6, 2022
2210	MAY 1, 2022	MAY 14, 2022	MAY 10, 2022	MAY 11, 2022	MAY 20, 2022
2211	MAY 15, 2022	MAY 28, 2022	MAY 24, 2022	MAY 25, 2022	JUN 3, 2022
2212	MAY 29, 2022	JUN 11, 2022	JUN 7, 2022	JUN 8, 2022	JUN 17, 2022
2213	JUN 12, 2022	JUN 25, 2022	<b>**JUN 20, 2022**</b>	<b>**JUN 21, 2022**</b>	JUN 30, 2022
2214	JUN 26, 2022	JUL 9, 2022	JUL 5, 2022	JUL 6, 2022	JUL 15, 2022
2215	JUL 10, 2022	JUL 23, 2022	JUL 19, 2022	JUL 20, 2022	JUL 29, 2022
2216	JUL 24, 2022	AUG 6, 2022	AUG 2, 2022	AUG 3, 2022	AUG 12, 2022
2217	AUG 7, 2022	AUG 20, 2022	AUG 16, 2022	AUG 17, 2022	AUG 26, 2022
2218	AUG 21, 2022	SEP 3, 2022	<b>**AUG 29, 2022**</b>	<b>**AUG 30, 2022**</b>	SEP 9, 2022
2219	SEP 4, 2022	SEP 17, 2022	SEP 13, 2022	SEP 14, 2022	SEP 23, 2022
2220	SEP 18, 2022	OCT 1, 2022	<b>**SEP 26, 2022**</b>	<b>**SEP 27, 2022**</b>	OCT 7, 2022
2221	OCT 2, 2022	OCT 15, 2022	OCT 11, 2022	OCT 12, 2022	OCT 21, 2022
2222	OCT 16, 2022	OCT 29, 2022	OCT 25, 2022	OCT 26, 2022	NOV 4, 2022
2223	OCT 30, 2022	NOV 12, 2022	<b>**NOV 7, 2022**</b>	<b>**NOV 8, 2022**</b>	NOV 18, 2022
2224	NOV 13, 2022	NOV 26, 2022	NOV 22, 2022	NOV 23, 2022	DEC 2, 2022
2225	NOV 27, 2022	DEC 10, 2022	DEC 6, 2022	DEC 7, 2022	DEC 16, 2022
2226	<b>DEC 11, 2022</b>	<b>DEC 24, 2022</b>	<b>**DEC 14, 2022**</b>	<b>**DEC 15, 2022**</b>	<b>DEC 30, 2022</b>
2301 <sup>1</sup>	DEC 25, 2022	JAN 7, 2023	JAN 3, 2023	JAN 4, 2023	JAN 13, 2023

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

**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://go.selkirk.ca/display/KB/Timesheets>
- DO NOT ENTER TIME INTO A PAY PERIOD THAT HAS ALREADY PASSED.  
-For example, if it is January 8th, it is too late to enter time into your time sheet for Pay Period 2201 (ended Jan 7)  
-If you need to make an adjustment to a prior period, please email your payroll officer :)

#### Note 1: Winter Break Reporting

##### PPWC EMPLOYEES ONLY

PP 2201: DEC 26, 27, 28, and JAN 3, are reported as STATS, (if eligible for stat pay);  
DEC 29, and 30, are reported as Leave With Pay (LWP) days (if eligible under article 9.08 of the CA)

##### ALL OTHER TIME SHEET EMPLOYEES

PP 2201: DEC 26, 27 and JAN 3, are STATS, (if eligible for stat pay). (Observation of 25th, 26th, and 1st)