

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline/Lock

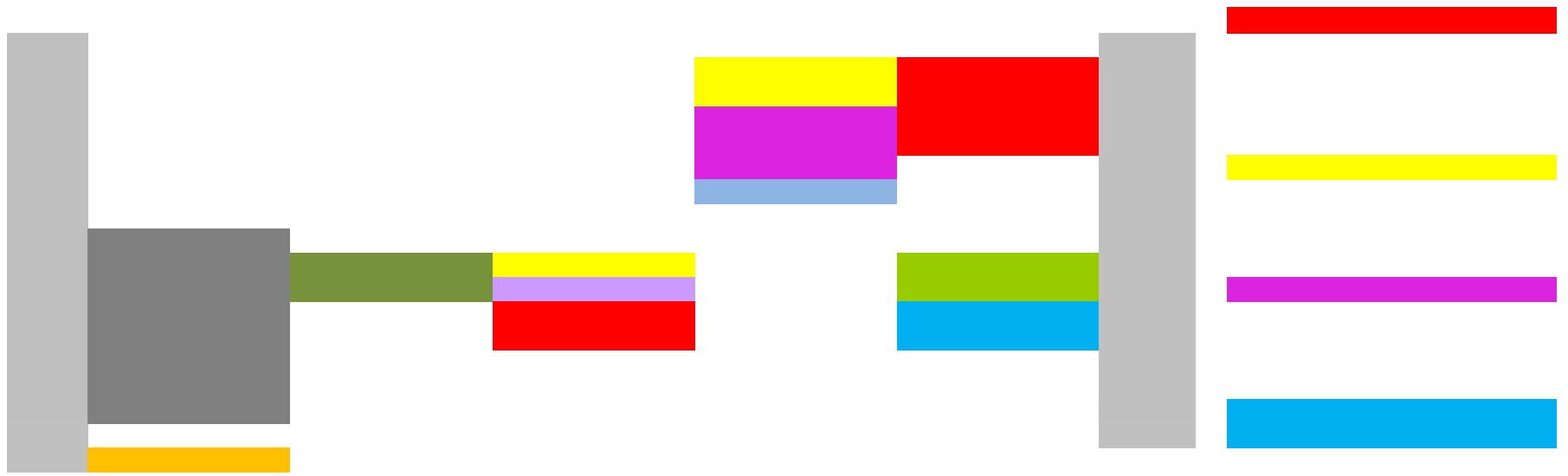
Entering must be complete by end of day.

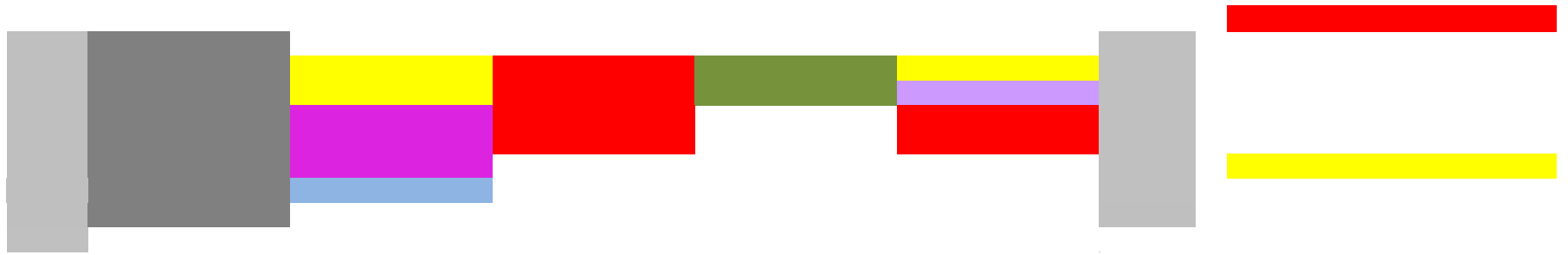
Scholarship Approval - 4:00 pm

HR PPS (People P EMC /P @ g0 G21 178.5(H))TJ









Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Timesheet Lock 8:00 am Sept 16-30, 2024	Hire, Change and Termination Lockout Including Sessional and Grad TBH	Salaried Recoveries Entered and Approved	Timesheet Unlock 8 am Scholarship Unlock	
		Manager/Budget Owner Timesheet Approval by 4 pm	Retro Accounting	Pay Confirm Bank Transmission	Hire, Change and Termination Unlock	
		Scholarship Approval	Scholarship Load	Accruals Updated	GL Upload	
		Time & Labour Load		Distribute Actuals		
6	7	8	9	10	11	12
				Pay Day Sept 16-30, 2024	Off-Cycle Request Dealine at 4pm	
				Hire/Change/Termination (TBH) for Oct 1-15 pay		
13	14	15	16	17	18	19
	Thanksgiving Day	Scholarship Entry Lock for October		Award Post Deadline for October	Timesheet Lock 8:00 am Oct 1-15, 2024	
		Off Cycle Run		HR PPS Retro Deadline by end of day	Manager/Budget Owner Timesheet Approval by 4 pm	
					Scholarship Approval	
					Time & Labour Load	
20	21	22	23	24	25	26
	Hire, Change and Termination Lockout Including Sessional and Grad TBH	Salaried Recoveries Entered and Approved	Timesheet Unlock 8 am Scholarship Unlock		Pay Day Oct 1-15, 2024	
	Retro Accounting	Pay Confirm Bank Transmission	Hire, Change and Termination Unlock		Hire/Change/Termination (TBH) for Oct 16-31 pay	
	Scholarship Load	Accruals Updated	GL Upload			
		Distribute Actuals				
27	28	29	30	31		
	Off-Cycle Request	Missed Scholarship		Parking/Donations,		

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Scholarship/Award Post/Parking/Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

