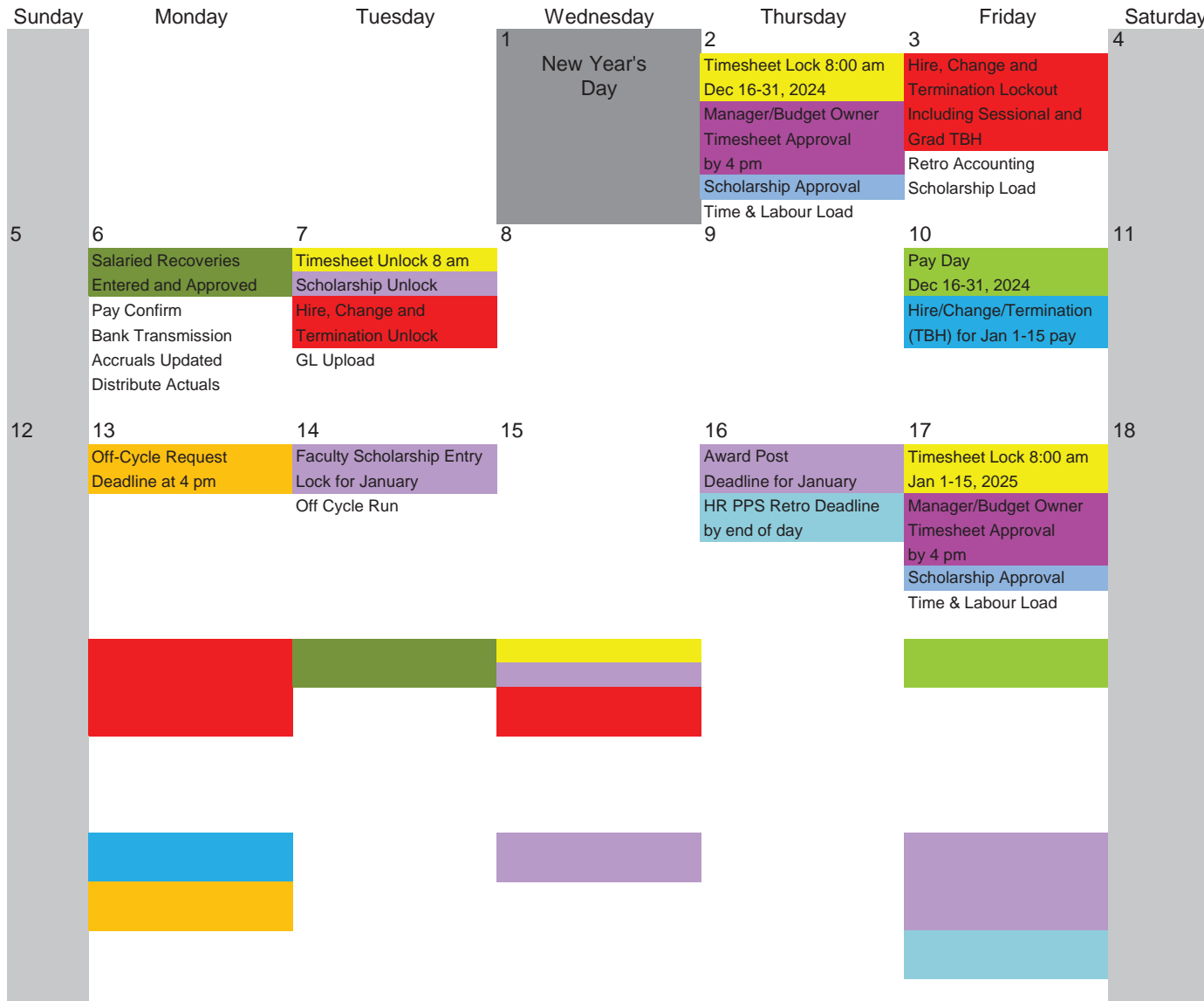


Legend



- Hire/Change Lockout:** (Red box)
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:** (Yellow box)
Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only
- Timesheet Approval:** (Purple box)
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:** (Blue box)
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/** (Light Purple box)
- (Light Blue box)
- (Light Cyan box)
- (Yellow box)

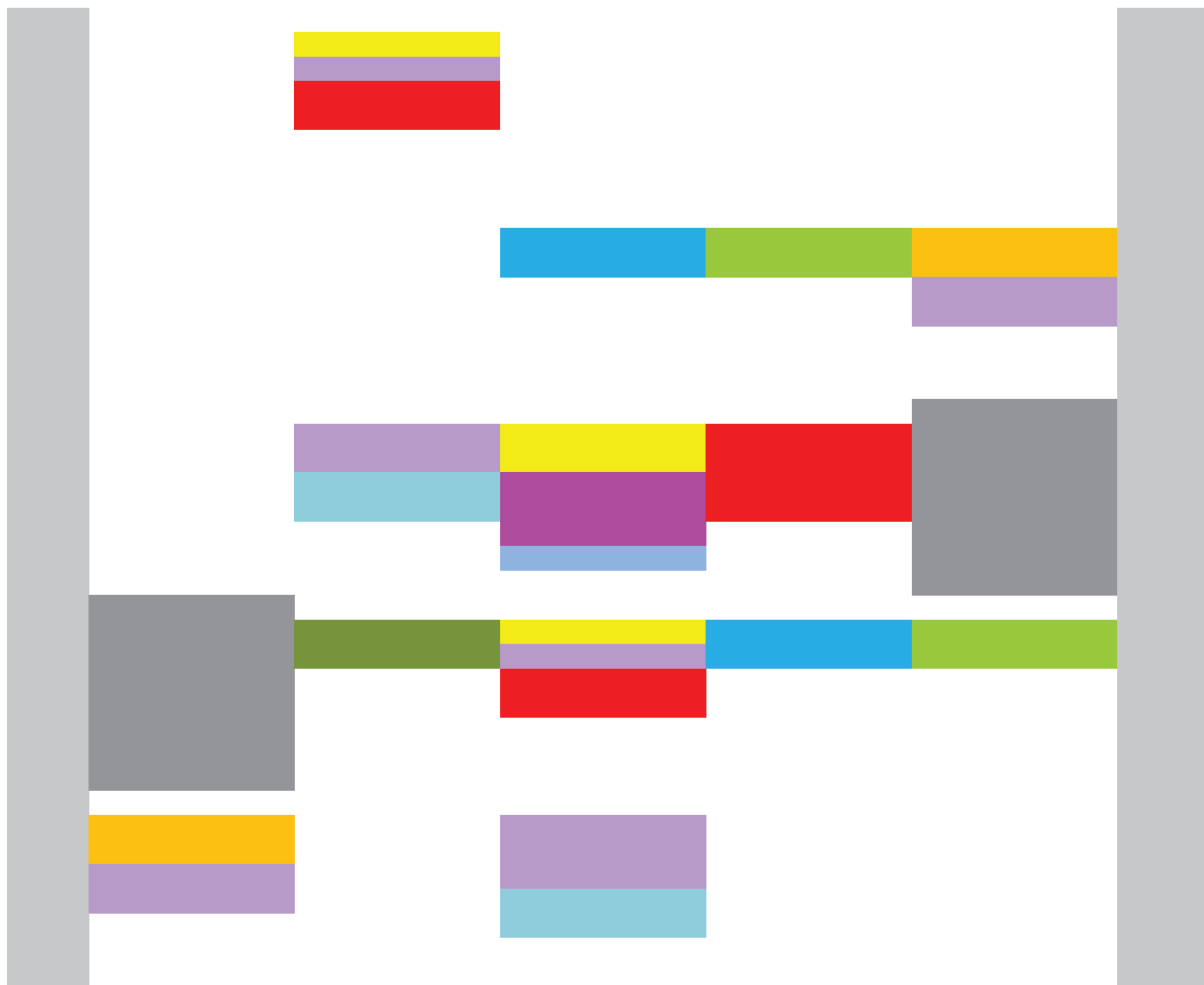


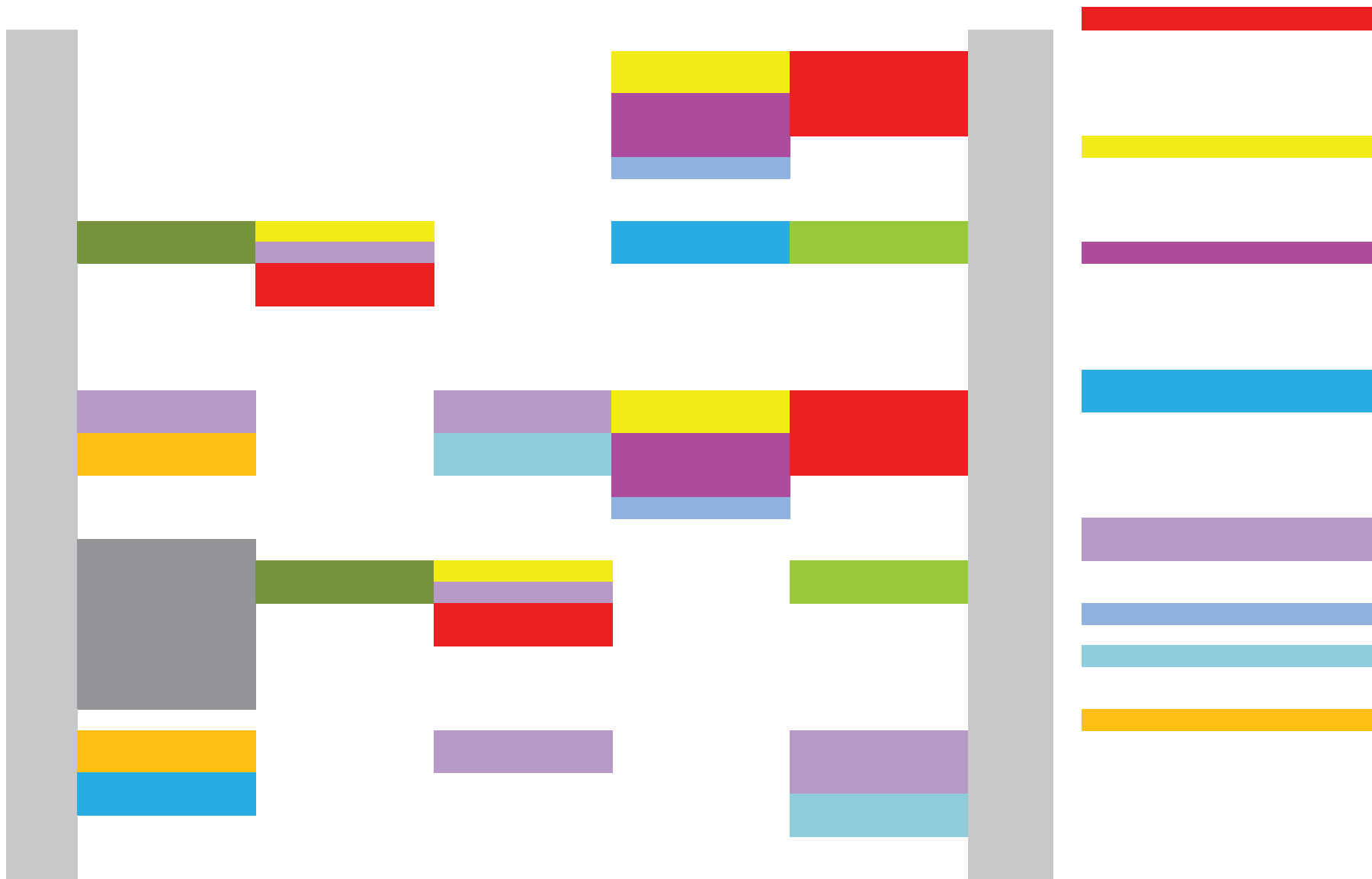
Legend



- 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
-
-
-
-
-
-
-
-
-
-

Legend





Legend



Legend



- 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
-
-
-
-
-
-
-
-
-

Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labour Day	2 Timesheet Lock 8:00 am Aug 16-31, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	4 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	5 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	6
7	8	9	10 Pay Day Aug 16-31, 2025	11 Off-Cycle Request Deadline at 4 pm Hire/Change/Termination (TBH) for Sept 1-15 pay	12 Off Cycle Run	13
14	15 Faculty Scholarship Entry Lock for September	16	17 Award Post Deadline for September HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Sept 1-15, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20

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:

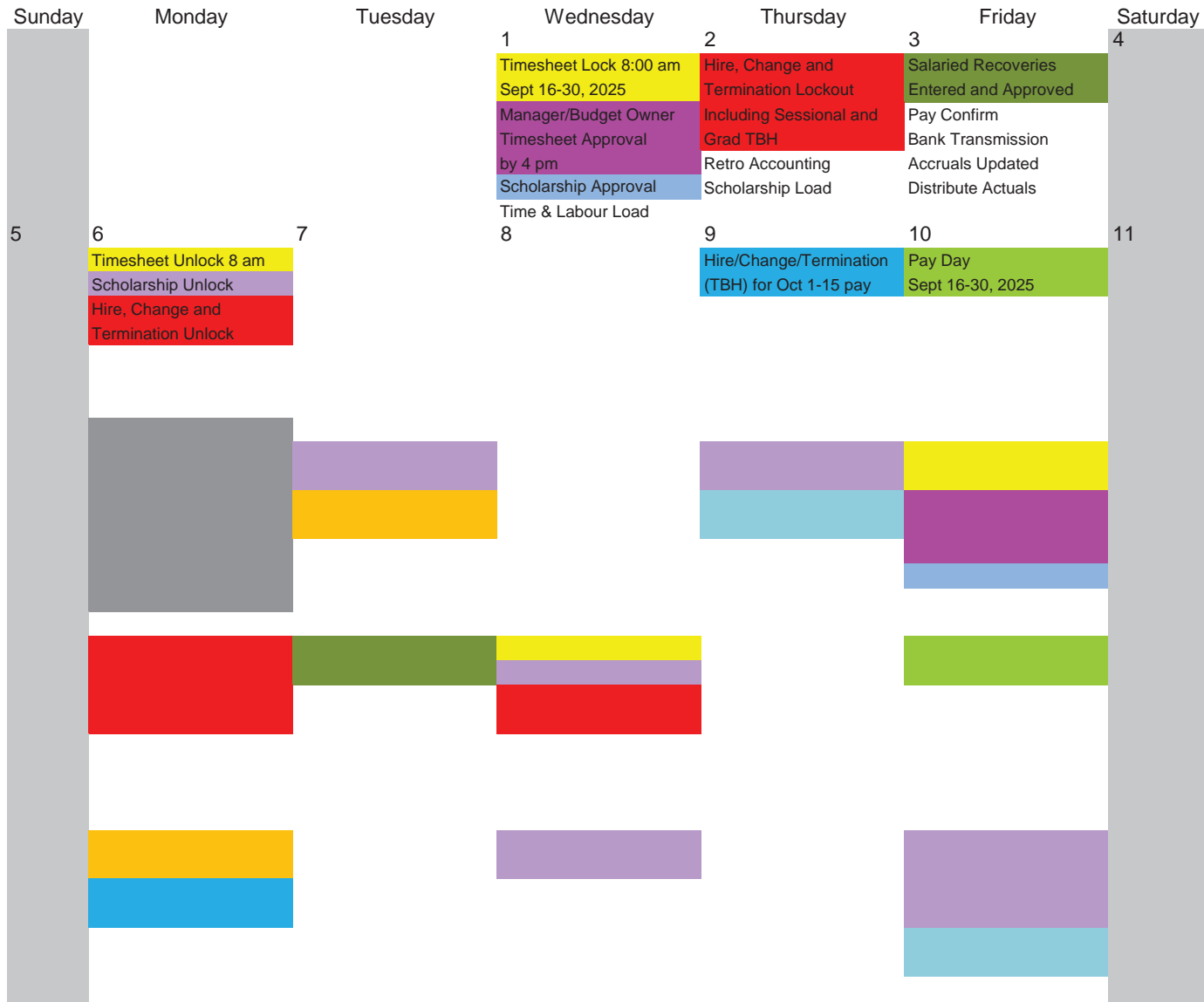
All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

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/

Legend



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 you9 p 5-22.8(al)JTJ 0 7.0801 -7.0806 k 454.8805 8

[Blue bar]

[Purple bar]

[Light blue bar]

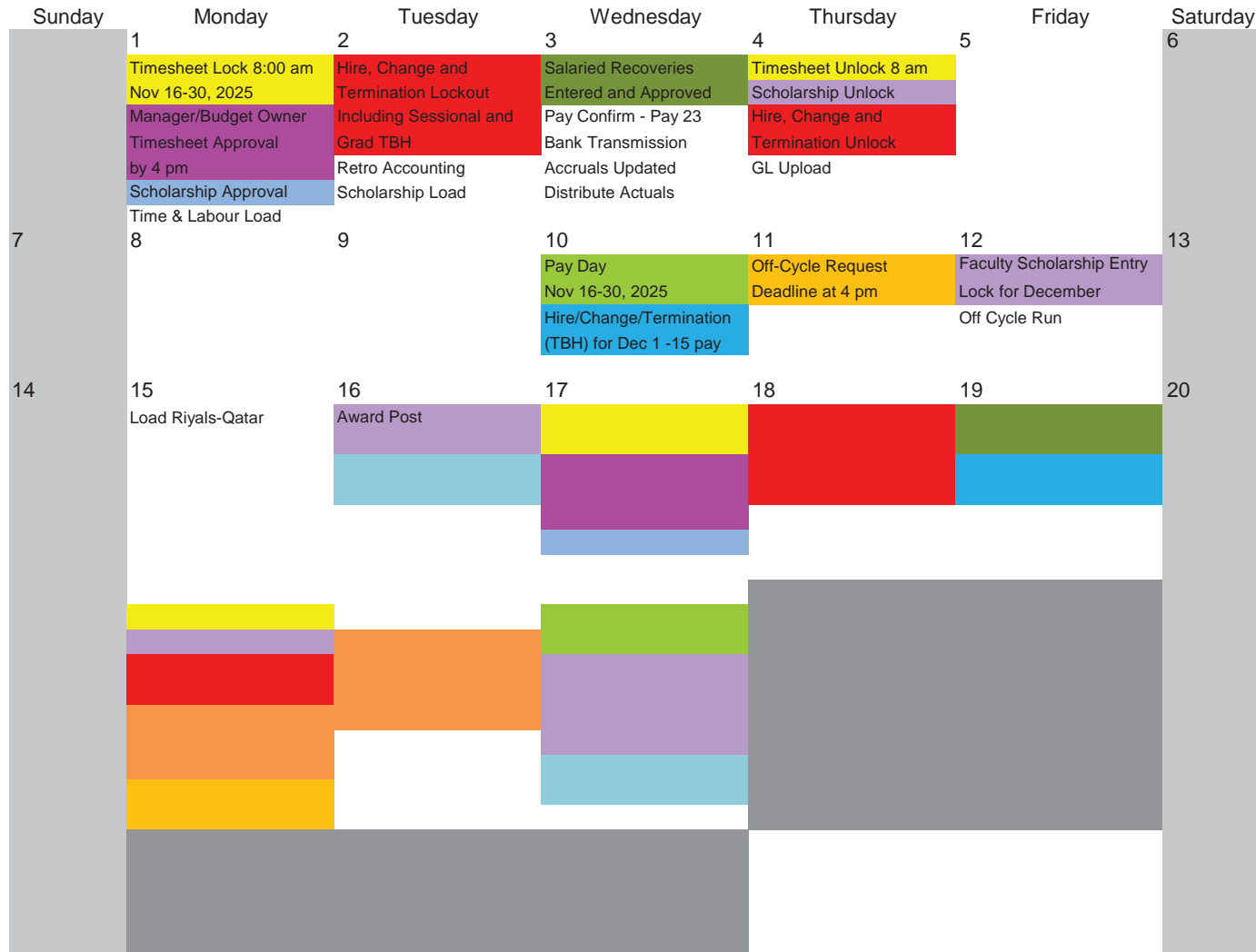
[Cyan bar]

[Yellow bar]

Legend



Legend



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.



Legend

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Hire/Change Lockout:

As of 8:00 a.m. unable to process

1

New Year's

2

Timesheet Lock Day H-7.(12.91rR-7.1(deh19.43(12.91r)7.86e Jo h19.6(a)19.42(g19.42()-5(s) o)7.86e T16.4

3

