

2024 Timecard Deadline Calendar

All new in-scope employees and position changes must begin at the start of a pay period.
 All timecards must be **submitted** by employees and **approved** by managers by 5 p.m. on the timecard deadline.

Legend

Pay Period Start	B1* Timecard Deadline
Pay Period End	B2* Timecard Deadline
STAT	TBD/Irregular

January							February							March							April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Pay Period Start	1 STAT	2	3	4	5 B1 Paydate B2 Paydate	6	4	5	6	7	8 B2 Deadline	9	10 Pay Period End	3	4	5	6	7 B2 Deadline	8	9 Pay Period End	31 Pay Period Start	1	2	3	4 B1 Deadline B2 Deadline	5	6 Pay Period End
7	8	9	10	11 B2 Deadline	12	13 Pay Period End	11 Pay Period Start	12 B1 Deadline	13	14	15	16 B1 Paydate B2 Paydate	17	10 Pay Period Start	11 B1 Deadline	12	13	14	15 B1 Paydate B2 Paydate	16 Pay Period End	7 Pay Period Start	8	9	10	11 B1 Deadline B2 Deadline	12 B1 Paydate B2 Paydate	13 Pay Period End
14 Pay Period Start	15 B1 Deadline	16	17	18	19 B1 Paydate B2 Paydate	20	18	19 STAT	20	21	22 B2 Deadline	23	24 Pay Period End	17	18	19	20	21 B1 Deadline B2 Deadline	22 Pay Period End	14 Pay Period Start	15	16	17	18 B2 Deadline	19	20 Pay Period End	
21	22	23	24	25 B2 Deadline	26	27 Pay Period End	25 Pay Period Start	26 B1 Deadline	27	28	29 M1 Paydate			24 Pay Period Start	25	26	27	28 B1 Paydate B2 Paydate M1 Paydate	29 STAT	30	21 Pay Period Start	22 B1 Deadline	23	24	25	26 B1 Paydate B2 Paydate	27
28 Pay Period Start	29 B1 Deadline	30	31 M1 Paydate				26 Pay Period Start	27	28	29 M1 Paydate				24 Pay Period Start	25	26	27	28 B1 Paydate B2 Paydate M1 Paydate	29 STAT	30	28 Pay Period Start	29	30 M1 Paydate				

May							June							July							August										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
			1	2 B2 Deadline	3	4 Pay Period End							1 Pay Period End	30 Pay Period Start	1 STAT B1 Deadline	2	3	4	5 B1 Paydate B2 Paydate	6					1	2 STAT B1 Paydate B2 Paydate	3				
5 Pay Period Start	6 B1 Deadline	7	8	9	10 B1 Paydate B2 Paydate	11	2 Pay Period Start	3 B1 Deadline	4	5	6	7 B1 Paydate B2 Paydate	8	7	8	9	10	11 B2 Deadline	12 Pay Period End	4 Pay Period Start	5	6	7	8 B2 Deadline	9 Pay Period End	4 Pay Period Start	5	6	7	8 B2 Deadline	9 Pay Period End
12	13	14	15	16 B2 Deadline	17	18 Pay Period End	9	10	11	12	13 B2 Deadline	14	15 Pay Period End	14 Pay Period Start	15 B1 Deadline	16	17	18	19 B1 Paydate B2 Paydate	20	11 Pay Period Start	12 B1 Deadline	13	14	15	16 B1 Paydate B2 Paydate	17				
19 Pay Period Start	20 STAT B1 Deadline	21	22	23	24 B1 Paydate B2 Paydate	25	16 Pay Period Start	17 B1 Deadline	18	19	20	21 B1 Paydate B2 Paydate	22	21	22	23	24	25 B2 Deadline	26 Pay Period End	18 Pay Period Start	19	20	21	22 B2 Deadline	23 Pay Period End	18 Pay Period Start	19	20	21	22 B2 Deadline	23 Pay Period End
26 Pay Period Start	27	28	29	30 B2 Deadline	31 M1 Paydate		23 Pay Period Start	24	25	26	27 B2 Deadline	28 M1 Paydate	29 Pay Period End	26 Pay Period Start	27 B1 Deadline	28	29	30 M1 Paydate			25 Pay Period Start	26 B1 Deadline	27	28	29	30 B1 Paydate B2 Paydate M1 Paydate	31				

September							October							November							December						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 STAT	3	4	5 B2 Deadline	6	7 Pay Period End							5 Pay Period End							2 Pay Period End	1 Pay Period Start	2 B1 Deadline	3	4	5	6 B1 Paydate B2 Paydate	7
8 Pay Period Start	9 B1 Deadline	10	11	12	13 B1 Paydate B2 Paydate	14	6 Pay Period Start	7 B1 Deadline	8	9	10	11 B1 Paydate B2 Paydate	12	3 Pay Period Start	4 B1 Deadline	5	6	7	8 B1 Paydate B2 Paydate	9	8 Pay Period Start	9	10	11	12 B2 Deadline	13 Pay Period End	
15	16	17	18	19 B2 Deadline	20	21 Pay Period End	13 Pay Period Start	14	15	16	17 B2 Deadline	18 Pay Period End	10 Pay Period Start	11	12	13	14 B2 Deadline	15 Pay Period End	5 Pay Period Start	6	7	8	9	10 B2 Deadline	11 Pay Period End		
22 Pay Period Start	23 B1 Deadline	24	25	26	27 B1 Paydate B2 Paydate M1 Paydate	28	20 Pay Period Start	21 B1 Deadline	22	23	24	25 B1 Paydate B2 Paydate	26	17 Pay Period Start	18 B1 Deadline	19	20	21 B1 Paydate B2 Paydate	22 Pay Period End	15 Pay Period Start	16 B1 Deadline	17	18	19	20 B1 Paydate B2 Paydate	21	
29	30						27	28	29	30	31 M1 Paydate B2 Deadline			24 Pay Period Start	25	26	27	28 B2 Deadline	29 M1 Paydate	30 Pay Period End	22 Pay Period Start	23	24	25	26	27 STAT B2 Deadline	28 Pay Period End
														24 Pay Period Start	25	26	27	28 B2 Deadline	29 M1 Paydate	30 Pay Period End	29 Pay Period Start B1 Deadline	30	31 M1 Paydate				

*B1 - Term, Part-time and Labour Service employees ** See Communication regarding Fiscal Year End Timecard Requirements.
 *B2 - Permanent full-time employees
 *M1 - Out-of-scope and CUPE employees