

SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES

Issued by: Human Resources – Payroll Services

Effective Date: October 20, 2022

Processing of the payroll is a complex and difficult process requiring considerable co-operation from departments and adherence to schedules. Departments must forward correct and complete information to Payroll Services on or before the cut-off dates indicated on the Human Resources website.

Information received after the deadline will NOT be processed until the next pay date.

*Please use this chart when completing [Bi-Weekly Time Reports](#) and [Fixed Remuneration Forms](#) for all hourly paid employees

Pay Period	Pay Date	Pay Period Start Date	Pay Period End Date
1	January 12, 2023	December 18, 2022	December 24, 2022
		December 25, 2022	December 31, 2022
2	January 26, 2023	January 1, 2023	January 7, 2023
		January 8, 2023	January 14, 2023
3	February 9, 2023	January 15, 2023	January 21, 2023
		January 22, 2023	January 28, 2023
4	February 23, 2023	January 29, 2023	February 4, 2023
		February 5, 2023	February 11, 2023
5	March 9, 2023	February 12, 2023	February 18, 2023
		February 19, 2023	February 25, 2023
6	March 23, 2023	February 26, 2023	March 4, 2023
		March 5, 2023	March 11, 2023
7	April 6, 2023	March 12, 2023	March 18, 2023
		March 19, 2023	March 25, 2023
8	April 20, 2023	March 26, 2023	April 1, 2023
		April 2, 2023	April 8, 2023
9	May 4, 2023	April 9, 2023	April 15, 2023
		April 16, 2023	April 22, 2023
10	May 18, 2023	April 23, 2023	April 29, 2023
		April 30, 2023	May 6, 2023
11	June 1, 2023	May 7, 2023	May 13, 2023
		May 14, 2023	May 20, 2023
12	June 15, 2023	May 21, 2023	May 27, 2023
		May 28, 2023	June 3, 2023
13	June 29, 2023	June 4, 2023	June 10, 2023
		June 11, 2023	June 17, 2023
14	July 13, 2023	June 18, 2023	June 24, 2023
		June 25, 2023	July 1, 2023
15	July 27, 2023	July 2, 2023	July 8, 2023
		July 9, 2022	July 15, 2023
16	August 10, 2023	July 16, 2023	July 22, 2023
		July 23, 2023	July 29, 2023
17	August 24, 2023	July 30, 2023	August 5, 2023
		August 6, 2023	August 12, 2023
18	September 7, 2023	August 13, 2023	August 19, 2023
		August 20, 2023	August 26, 2023
19	September 21, 2023	August 27, 2023	September 2, 2023
		September 3, 2023	September 9, 2023
20	October 5, 2023	September 10, 2023	September 16, 2023
		September 17, 2023	September 23, 2023
21	October 19, 2023	September 24, 2023	September 30, 2023
		October 1, 2023	October 7, 2023
22	November 2, 2023	October 8, 2023	October 14, 2023
		October 15, 2023	October 21, 2023
23	November 16, 2023	October 22, 2023	October 28, 2023
		October 29, 2023	November 4, 2023
24	November 30, 2023	November 5, 2023	November 11, 2023
		November 12, 2023	November 18, 2023
25	December 14, 2023	November 19, 2023	November 25, 2023
		November 26, 2023	December 2, 2023
26	December 28, 2023	December 3, 2023	December 9, 2023
		December 10, 2023	December 16, 2023
1	January 11, 2024	December 17, 2023	December 23, 2023
		December 24, 2023	December 30, 2023