Payroll Deadline Calendar

DECEMBER
2021

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1	**Payslip Visible** 2	**Pay Date** 3 **Submit Time Cards** • Deadline for Employees to submit their Time Card for Dec. 17th pay • Deadline for PT absence/leaves entries for Dec. 17th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 17th pay
6	**Approve Time Cards** 7 • 5PM Deadline for Time Card Approval for December 17th pay • Deadline for FT absence/leave entries for December 17th pay	8	9	**Submit Time Cards** 10
13	14	15	**Payslip Visible** 16	**Pay Date** 17 **Submit Time Cards** • Deadline for Employees to submit their Time Card for Dec. 31st pay • Deadline for PT absence/leaves entries for Dec. 31st pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 31st pay
20	**Approve Time Cards** 21 • 5PM Deadline for Time Card Approval for December 31st pay • Deadline for FT absence/leave entries for December 31st pay	22	23	**Submit Time Cards** 24 **Staff Appreciation Day** College Closure
Designated Statutory Holiday - Christmas Day 27 College Closure	**Designated Statutory Holiday - Boxing Day** 28 College Closure	29 College Closure	**Payslip Visible** 30 College Closure	**Pay Date** 31 **Submit Time Cards** • Deadline for Employees to submit their Time Card for Jan. 14th pay • Deadline for PT absence/leaves entries for Jan. 14th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 14th pay College Closure