

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Submit Time Cards
28	29	30	31	
4 NFT Contract Due Semester Start-Up Deadline for Managers to submit the completed NFT contracts to HR for all employees starting the week of May 2nd	5 Deadline for Employees to accept/eSign contracts to be paid on April 22nd.	6	7 Payslip Visible	8 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for April 22nd pay • PT absence/leaves entries for April 22nd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for April 22nd pay
11	12 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for April 22nd pay • Deadline for FT absence/leave entries for April 22nd pay 	13	14	15 Submit Time Cards Good Friday
18 Easter Monday	19 Deadline for Employees to accept/eSign contracts to be paid on May 6th.	20	21 Payslip Visible	22 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for May 6th pay • PT absence/leaves entries for May 6th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 6th pay
25	26 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for May 6th pay • Deadline for FT absence/leave entries for May 6th pay 	27	28	29 Submit Time Cards

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1	2 Payslip Visible	3 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for June 17th pay • PT absence/leaves entries for June 17th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for June 17th pay
6	7 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for June 17th pay • Deadline for FT absence/leave entries for June 17th pay 	8	9	10 Submit Time Cards
13	14 Deadline for Employees to accept/eSign contracts to be paid on June 30th.	15	16 Payslip Visible	17 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for June 30th pay • PT absence/leaves entries for June 30th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for June 30th pay
20	21 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for June 30th pay • Deadline for FT absence/leave entries for June 30th pay 	22	23	24 Submit Time Cards
27	28 Deadline for Employees to accept/eSign contracts to be paid on July 15th.	29 Payslip Visible	30 Pay Date	1

Monday	Tuesday	Wednesday	Thursday	Friday
	27	28	29	30 Canada Day Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for July 15th pay • PT absence/leaves entries for July 15th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 15th pay
	4 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for July 15th pay • Deadline for FT absence/leave entries for July 15th pay 	5	6 Submit Time Cards	7 8
	11 Deadline for Employees to accept/eSign contracts to be paid on July 29th.	12	13 Payslip Visible	14 15 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for July 29th pay • PT absence/leaves entries for July 29th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 29th pay
	18 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for July 29th pay • Deadline for FT absence/leave entries for July 29th pay 	19	20 Submit Time Cards	21 22
	25 Deadline for Employees to accept/eSign contracts to be paid on August 12th.	26	27 Payslip Visible	28 29 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for August 12th pay • PT absence/leaves entries for August 12th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for August 12th pay

Monday	Tuesday	Wednesday	Thursday	Friday
1 Civic Holiday	2 Approve Time Cards • 5 p.m. Deadline for Time Card Approval for August 12th pay • Deadline for FT absence/leave entries for August 12th pay	3	4	5 Submit Time Cards
8 NFT Contract Due Semester Start-Up Deadline for Managers to submit the completed NFT contracts to HR for all employees starting the week of September 5th.	9 Deadline for Employees to accept/eSign contracts to be paid on August 26th.	10	11 Payslip Visible	12 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for August 26th pay • PT absence/leaves entries for August 26th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for August 26th pay
15	16 Approve Time Cards • 5 p.m. Deadline for Time Card Approval for August 26th pay • Deadline for FT absence/leave entries for August 26th pay	17	18	19 Submit Time Cards
22	23 Deadline for Employees to accept/eSign contracts to be paid on September 9th.	24	25 Payslip Visible	26 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for September 9th pay • PT absence/leaves entries for September 9th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for September 9th pay
29	30 Approve Time Cards • 5 p.m. Deadline for Time Card Approval for September 9th pay • Deadline for FT absence/leave entries for September 9th pay	31	1	2

Monday	Tuesday	Wednesday	Thursday	Friday
				<p>29</p> <p>30</p> <p>31</p> <p>1</p> <p>2</p> <p>Submit Time Cards</p>
<p>5</p> <p>Labour Day</p> <p>College Closure</p>	<p>6</p> <p>Deadline for Employees to accept/eSign contracts to be paid on September 23rd.</p>	<p>7</p>	<p>8</p> <p>Payslip Visible</p>	<p>9</p> <p>Pay Date</p> <p>Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for September 23rd pay • PT absence/leaves entries for September 23rd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for September 23rd pay
<p>12</p>	<p>13</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for September 23rd pay • Deadline for FT absence/leave entries for September 23rd pay 	<p>14</p>	<p>15</p>	<p>16</p> <p>Submit Time Cards</p>
<p>19</p>	<p>20</p> <p>Deadline for Employees to accept/eSign contracts to be paid on October 7th.</p>	<p>21</p>	<p>22</p> <p>Payslip Visible</p>	<p>23</p> <p>Pay Date</p> <p>Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for October 7th pay • PT absence/leaves entries for October 7th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for October 7th pay
<p>26</p>	<p>27</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for October 7th pay • Deadline for FT absence/leave entries for October 7th pay 	<p>28</p>	<p>29</p>	<p>30</p> <p>Submit Time Cards</p>

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>3</p> <p>4</p> <p>Deadline for Employees to accept/eSign contracts to be paid on October 21st.</p>		<p>5</p> <p>6</p> <p>Payslip Visible</p>	<p>7</p> <p>Pay Date</p> <p>Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for October 21st pay • PT absence/leaves entries for October 21st pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for October 21st pay
<p>10</p> <p>Thanksgiving</p> <p>College Closure</p>	<p>11</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for October 21st pay • Deadline for FT absence/leave entries for October 21st pay 			<p>13</p> <p>14</p> <p>Submit Time Cards</p>
	<p>17</p> <p>18</p> <p>Deadline for Employees to accept/eSign contracts to be paid on November 4th.</p>		<p>19</p> <p>20</p> <p>Payslip Visible</p>	<p>21</p> <p>Pay Date</p> <p>Submit Time Cards</p> <p>Deadlines for:</p> <ul style="list-style-type: none"> • Employees to submit their Time Card for November 4th pay • PT absence/leaves entries for November 4th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for November 4th pay
	<p>24</p> <p>25</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for November 4th pay • Deadline for FT absence/leave entries for November 4th pay 			<p>27</p> <p>28</p> <p>Submit Time Cards</p>
<p>31</p> <p>Halloween</p>				

Monday	Tuesday	Wednesday	Thursday	Friday
31	1 Deadline for Employees to accept/eSign contracts to be paid on November 18th.	2	3 Payslip Visible	4 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for November 18th pay • PT absence/leaves entries for November 18th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for November 18th pay
7	8 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for November 18th pay • Deadline for FT absence/leave entries for November 18th pay 	9	10	11 Submit Time Cards Remembrance Day
14	15 Deadline for Employees to accept/eSign contracts to be paid on December 2nd.	16	17 Payslip Visible	18 Pay Date Submit Time Cards Deadlines for: <ul style="list-style-type: none"> • Employees to submit their Time Card for December 2nd pay • PT absence/leaves entries for December 2nd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for December 2nd pay
21	22 Approve Time Cards <ul style="list-style-type: none"> • 5 p.m. Deadline for Time Card Approval for December 2nd pay • Deadline for FT absence/leave entries for December 2nd pay 	23	24	25 Submit Time Cards
28	29 Deadline for Employees to accept/eSign contracts to be paid on December 16th.	30	1	2