

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>New Year's Day (Observed)</p> <p>College Closure</p>	<p>3</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Jan. 13th pay • Deadline for FT absence/leave entries for Jan. 13th pay 	<p>4</p>	<p>5</p>	<p>6</p> <p>Submit Time Cards</p>
<p>9</p>	<p>10</p> <p>Deadline for Employees to accept/eSign contracts to be paid on Jan. 27th</p>	<p>11</p>	<p>12</p> <p>Payslip Visible</p>	<p>13</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 Jan. 27th pay • PT absence/leaves entries for Jan. 27th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Jan. 27th pay
<p>16</p>	<p>17</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Jan. 27th pay • Deadline for FT absence/leave entries for Jan. 27th pay 	<p>18</p>	<p>19</p>	<p>20</p> <p>Submit Time Cards</p>
<p>23</p>	<p>24</p> <p>Deadline for Employees to accept/eSign contracts to be paid on Feb. 10th</p>	<p>25</p>	<p>26</p> <p>Payslip Visible</p>	<p>27</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 Feb. 10th pay • PT absence/leaves entries for Feb. 10th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Feb. 10th pay
<p>30</p>	<p>31</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for Feb. 10th pay • Deadline for FT absence/leave entries for Feb. 10th pay 	<p>1</p>	<p>2</p>	<p>3</p>

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

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

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>3</p> <p>Deadline for Employees to accept/eSign contracts to be paid on April 21st</p> <p>4</p>	<p>5</p> <p>Payslip Visible</p> <p>6</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 April 21st pay • PT absence/leaves entries for April 21st pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for April 21st pay <p>7</p>	<p>Good Friday</p> <p>College Closure</p>
	<p>10</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for April 21st pay • Deadline for FT absence/leave entries for April 21st pay <p>11</p>			<p>13</p> <p>Submit Time Cards</p> <p>14</p>
	<p>17</p> <p>Deadline for Employees to accept/eSign contracts to be paid on May 5th</p> <p>18</p>		<p>19</p> <p>Payslip Visible</p> <p>20</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 May 5th pay • PT absence/leaves entries for May 5th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 5th pay <p>21</p>
	<p>24</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for May 5th pay • Deadline for FT absence/leave entries for May 5th pay <p>25</p>			<p>27</p> <p>Submit Time Cards</p> <p>28</p>
1	2	3	4	5

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>1</p> <p>Deadline for Employees to accept/eSign contracts to be paid on May 19th</p> <p>2</p>		<p>3</p> <p>Payslip Visible</p> <p>4</p>	<p>5</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 May 19th pay • PT absence/leaves entries for May 19th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for May 19th pay
	<p>8</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for May 19th pay • Deadline for FT absence/leave entries for May 19th pay <p>9</p>			<p>10</p> <p>11</p> <p>Submit Time Cards</p> <p>12</p>
	<p>15</p> <p>Deadline for Employees to accept/eSign contracts to be paid on June 2nd</p> <p>16</p>		<p>17</p> <p>Payslip Visible</p> <p>18</p>	<p>19</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 June 2nd pay • PT absence/leaves entries for June 2nd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for June 2nd pay
<p>22</p> <p>Victoria Day</p> <p>College Closure</p>	<p>23</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for June 2nd pay • Deadline for FT absence/leave entries for June 2nd pay <p>24</p>			<p>25</p> <p>Submit Time Cards</p> <p>26</p>
	<p>29</p> <p>Deadline for Employees to accept/eSign contracts to be paid on June 16th</p> <p>30</p>			<p>31</p> <p>1</p> <p>2</p>

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>Canada Day (Observed)</p> <p>College Closure</p>	<p>4</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for July 14th pay • Deadline for FT absence/leave entries for July 14th pay 	<p>5</p>	<p>6</p>	<p>7</p> <p>Submit Time Cards</p>
<p>10</p>	<p>11</p> <p>Deadline for Employees to accept/eSign contracts to be paid on July 28th</p>	<p>12</p>	<p>13</p> <p>Payslip Visible</p>	<p>14</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 July 28th pay • PT absence/leaves entries for July 28th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for July 28th pay
<p>17</p>	<p>18</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for July 28th pay • Deadline for FT absence/leave entries for July 28th pay 	<p>19</p>	<p>20</p>	<p>21</p> <p>Submit Time Cards</p>
<p>24</p>	<p>25</p> <p>Deadline for Employees to accept/eSign contracts to be paid on August 11th</p>	<p>26</p>	<p>27</p> <p>Payslip Visible</p>	<p>28</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 August 11th pay • PT absence/leaves entries for August 11th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for August 11th pay
<p>31</p>	<p>1</p>	<p>2</p>	<p>3</p>	<p>4</p>

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

Monday	Tuesday	Wednesday	Thursday	Friday
	28	29	30	31 1 Submit Time Cards
4 Labour Day College Closure	5 Deadline for Employees to accept/eSign contracts to be paid on Sept. 22nd	6	7 Payslip Visible	8 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for Sept. 22nd pay • PT absence/leaves entries for Sept. 22nd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 22nd pay
11	12 Approve Time Cards • 5PM Deadline for Time Card Approval for Sept. 22nd pay • Deadline for FT absence/leave entries for Sept. 22nd pay	13	14	15 Submit Time Cards
18	19 Deadline for Employees to accept/eSign contracts to be paid on October 6th	20	21 Payslip Visible	22 Pay Date Submit Time Cards Deadlines for: • Employees to submit their Time Card for October 6th pay • PT absence/leaves entries for October 6th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for October 6th pay
25	26 Approve Time Cards • 5PM Deadline for Time Card Approval for October 6th pay • Deadline for FT absence/leave entries for October 6th pay	27	28	29 Submit Time Cards

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>2</p> <p>Deadline for Employees to accept/eSign contracts to be paid on October 20th</p> <p>3</p>		<p>4</p> <p>Payslip Visible</p> <p>5</p>	<p>6</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 20th pay • PT absence/leaves entries for October 20th pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for October 20th pay
<p>9</p> <p>Thanksgiving Day</p> <p>College Closure</p>	<p>10</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for October 20th pay • Deadline for FT absence/leave entries for October 20th pay 			<p>12</p> <p>13</p> <p>Submit Time Cards</p>
	<p>16</p> <p>Deadline for Employees to accept/eSign contracts to be paid on November 3rd</p> <p>17</p>		<p>18</p> <p>Payslip Visible</p> <p>19</p>	<p>20</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 3rd pay • PT absence/leaves entries for November 3rd pay • Sending Payroll, Payment Authorization Form (PAF) to be paid for November 3rd pay
	<p>23</p> <p>Approve Time Cards</p> <ul style="list-style-type: none"> • 5PM Deadline for Time Card Approval for November 3rd pay • Deadline for FT absence/leave entries for November 3rd pay <p>24</p>			<p>26</p> <p>27</p> <p>Submit Time Cards</p>
	<p>30</p> <p>Halloween</p> <p>Deadline for Employees to accept/eSign contracts to be paid on November 17th</p> <p>31</p>			

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 November 17th pay PT absence/leaves entries for November 17th pay Sending Payroll, Payment Authorization Form (PAF) to be paid for November 17th pay
6	7 Approve Time Cards <ul style="list-style-type: none"> 5PM Deadline for Time Card Approval for November 17th pay Deadline for FT absence/leave entries for November 17th pay 	8	9	10 Submit Time Cards
13	14 Deadline for Employees to accept/eSign contracts to be paid on December 1st	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 December 1st pay PT absence/leaves entries for December 1st pay Sending Payroll, Payment Authorization Form (PAF) to be paid for December 1st pay
20	21 Approve Time Cards <ul style="list-style-type: none"> 5PM Deadline for Time Card Approval for December 1st pay Deadline for FT absence/leave entries for December 1st pay 	22	23	24 Submit Time Cards
27	28 Deadline for Employees to accept/eSign contracts to be paid on December 15th	29	30	1