

MARCH 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24	25	26	27	28	29	1
2	3	4	5	6	7	8
	<ul style="list-style-type: none"> • 5 PM Deadline for Time Card Approval for March 13th pay • Deadline for FT absence/leaves entries for March 13th pay 					
9	10	11	12	13	14	15
			Payslip visible to employees	Pay Date		
				<ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for the March 27 th pay • Deadline for PT absence/leaves entries for March 27 th pay • Deadline for sending Payroll, Payment 		
16	17	18	19	20	21	22
	<ul style="list-style-type: none"> • 5 PM Deadline for Time Card Approval for March 27th pay • Deadline for FT absence/leaves entries for March 27th pay 					
23	24	25	26	27	28	29
			Payslip visible to employees	Pay Date		
				<ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for the April 9th pay • Deadline for PT absence/leaves entries for April 9th th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for April 9th pay 		
30	31	1	2	3	4	5
	<ul style="list-style-type: none"> • 5 PM Deadline for Time Card Approval for April 9th pay • Deadline for FT absence/leaves entries for April 9th pay 					

MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020

MAY 2020

M	T	W	T	F	S
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
		<ul style="list-style-type: none"> 5 PM Deadline to Time Card Submission & Approval for all the hours upto March 31, 2020 				
5	6	7	8	9	10	11
		NFT Contracts Deadlines *Deadline for Employees to accept/eSign contracts to be paid on Apr 24th	<i>Payslip visible to employees</i>		Employees' & Managers' Deadlines <ul style="list-style-type: none"> Deadline for Employees to submit their Time Card for April 24th pay Deadline for PT absence/leaves entries for April 24th pay Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for April 24th pay 	
12	Easter Monday 13	14	15	16	17	18
		Employees' & Managers' Deadlines <ul style="list-style-type: none"> 5 PM Deadline for Time Card Approval for April 24th pay Deadline for FT absence/leaves entries for April 24th pay 				
19	20	21	22	23	24	25
		NFT Contracts Deadlines *Deadline for Employees to accept/eSign contracts to be paid on May 8th	NFT Contracts Deadlines *Semester Start-Up Deadline for Managers to submit the completed NFT contracts to HR for all employees starting on May 19th	<i>Payslip visible to employees</i>		
26	27	28	29	30	1	2
		Employees' & Managers' Deadlines <ul style="list-style-type: none"> 5 PM Deadline for Time Card Approval for May 8 th pay Deadline for FT absence/leaves entries for May 8 th pay 				

APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JUNE 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	Pay date	8
		NFT Contracts Deadlines *Deadline for Employees to accept/eSign contracts to be paid on May 22nd		<i>Payslip visible to employees</i>	Employees' & Managers' Deadlines <ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for the May 22nd pay • Deadline for PT absence/leaves entries for May 22nd th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for May 22nd th pay 	
10	11	12	13	14	15	16
		Employees' & Managers' Deadlines <ul style="list-style-type: none"> • 5 PM Deadline for Time Card Approval for May 22nd pay • Deadline for FT absence/leaves entries for May 22nd pay 				
17	Victoria Day 18	19	20	21	Pay date	22
		NFT Contracts Deadlines *Deadline for Employees to accept/eSign contracts to be paid on Jun 5th		<i>Payslip visible to employees</i>	Employees' & Managers' Deadlines <ul style="list-style-type: none"> • Deadline for Employees to submit their Time Card for the Jun 5th pay • Deadline for PT absence/leaves entries for Jun 5th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Jun 5th pay 	
24	25	26	27	28	29	30
		Employees' & Managers' Deadlines <ul style="list-style-type: none"> • 5 PM Deadline for Time Card Approval for Jun 5th pay • Deadline for FT absence/leaves entries for Jun 5th pay 				
31	1	2	3	4	5	6

MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020

JULY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	Pay date 5	6
		NFT Contracts Deadlines *Deadline for Employees to accept/eSign contracts to be paid on Jun 19th		<i>Payslip visible to employees</i>	Employees' & Managers' Deadlines • Deadline for Employees to submit their Time Card for the Jun 19th pay • Deadline for PT absence/leaves entries for Jun 19th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Jun 19th pay	
7	8	9	10	11	12	13
		Employees' & Managers' Deadlines • 5 PM Deadline for Time Card Approval for Jun 19th pay • Deadline for FT absence/leaves entries for Jun 19th pay				
14	15	16	17	18	Pay date 19	20
		NFT Contracts Deadlines *Deadline for Employees to accept/eSign contracts to be paid on Jul 3rd		<i>Payslip visible to employees</i>	Employees' & Managers' Deadlines • Deadline for Employees to submit their Time Card for the Jul 3rd pay • Deadline for PT absence/leaves entries for Jul 3rd th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for Jul 3rd pay	
21	22	23	24	25	26	27
		Employees' & Managers' Deadlines • 5 PM Deadline for Time Card Approval for Jul 3rd pay • Deadline for FT absence/leaves entries for Jul 3rd pay				
28	29	30	1	2	3	4
		NFT Contracts Deadlines *Deadline for Employees to accept/eSign contracts to be paid on Jul 17rd	Canada Day			