

# Payroll Deadline Calendar

JULY  
2020

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

# Payroll Deadline Calendar

AUGUST  
2020

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Civic Holiday</b> 3	<b>Time Card Approval</b> 4 <ul style="list-style-type: none"> <li>• 5PM Deadline for Time Card Approval for August 14<sup>th</sup> pay</li> <li>• Deadline for FT absence/leaves entries for August 14<sup>th</sup> pay</li> </ul>	5	6	<b>Submit Time Cards</b> 7
<b>College Closure</b>				
<b>NFT Contracts Deadline</b> 10 <ul style="list-style-type: none"> <li>• Semester Start-Up Deadline for Managers to submit the completed NFT contracts to HR for all employees starting on September 8th</li> </ul>	<b>NFT Contracts Deadline</b> 11 <ul style="list-style-type: none"> <li>• Deadline for Employees to accept/eSign contracts to be paid on August 28th</li> </ul>	12	<b>Payslip Visible</b> 13	<b>Pay Date</b> 14 <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• Deadline for Employees to submit their Time Card for August 28<sup>th</sup> pay</li> <li>• Deadline for PT absence/leaves entries for August 28<sup>th</sup> pay</li> <li>• Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for August 28<sup>th</sup> pay.</li> </ul>
17	<b>Time Card Approval</b> 18 <ul style="list-style-type: none"> <li>• 5PM Deadline for Time Card Approval for August 28<sup>th</sup> pay</li> <li>• Deadline for FT absence/leaves entries for August 28<sup>th</sup> pay</li> </ul>	19	20	<b>Submit Time Cards</b> 21
24	<b>NFT Contracts Deadline</b> 25 <ul style="list-style-type: none"> <li>• Deadline for Employees to accept/eSign contracts to be paid on September 11th</li> </ul>	26	<b>Payslip Visible</b> 27	<b>Pay Date</b> 28 <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• Deadline for Employees to submit their Time Card for September 11<sup>th</sup> pay</li> <li>• Deadline for PT absence/leaves entries for September 11<sup>th</sup> pay</li> <li>• Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for September 11<sup>th</sup> pay.</li> </ul>
31				

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Time Card Approval</b> 1 <ul style="list-style-type: none"> <li>• 5PM Deadline for Time Card Approval for September 11<sup>th</sup> pay</li> <li>• Deadline for FT absence/leaves entries for September 11<sup>th</sup> pay</li> </ul>	2	3	<b>Submit Time Cards</b> 4
<b>Labour Day</b>  <b>College Closure</b>	7 <b>NFT Contracts Deadline</b> 8 <ul style="list-style-type: none"> <li>• Deadline for Employees to accept/eSign contracts to be paid on September 25<sup>th</sup></li> </ul>	9	<b>Payslip Visible</b> 10	11 <b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• Deadline for Employees to submit their Time Card for September 25<sup>th</sup> pay</li> <li>• Deadline for PT absence/leaves entries for September 25<sup>th</sup> pay</li> <li>• Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for September 25<sup>th</sup> pay.</li> </ul>
14	<b>Time Card Approval</b> 15 <ul style="list-style-type: none"> <li>• 5PM Deadline for Time Card Approval for September 25<sup>th</sup> pay</li> <li>• Deadline for FT absence/leaves entries for September 25<sup>th</sup> pay</li> </ul>	16	17	<b>Submit Time Cards</b> 18
21	<b>NFT Contracts Deadline</b> 22 <ul style="list-style-type: none"> <li>• Deadline for Employees to accept/eSign contracts to be paid on October 9<sup>th</sup></li> </ul>	23	<b>Payslip Visible</b> 24	25 <b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• Deadline for Employees to submit their Time Card for October 9<sup>th</sup> pay</li> <li>• Deadline for PT absence/leaves entries for October 9<sup>th</sup> pay</li> <li>• Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for October 9<sup>th</sup> pay.</li> </ul>
28	<b>Time Card Approval</b> 29 <ul style="list-style-type: none"> <li>• 5PM Deadline for Time Card Approval for October 9<sup>th</sup> pay</li> <li>• Deadline for FT absence/leaves entries for October 9<sup>th</sup> pay</li> </ul>	30		

# Payroll Deadline Calendar

OCTOBER  
2020

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Submit Time Cards 2
	5 NFT Contracts Deadline • Deadline for Employees to accept/eSign contracts to be paid on October 23rd 6		7 Payslip Visible 8	9 Pay Date Submit Time Cards • Deadline for Employees to submit their Time Card for October 23rd pay • Deadline for PT absence/leaves entries for October 23rd pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for October 23rd pay. 9
Thanksgiving Day 12	13 Time Card Approval • 5PM Deadline for Time Card Approval for October 23rd pay • Deadline for FT absence/leaves entries for October 23rd pay 13			15 Submit Time Cards 16
College Closure				
	19 NFT Contracts Deadline • Deadline for Employees to accept/eSign contracts to be paid on November 6th 20		21 Payslip Visible 22	23 Pay Date Submit Time Cards • Deadline for Employees to submit their Time Card for November 6th pay • Deadline for PT absence/leaves entries for November 6th pay • Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for November 6th pay. 23
	26 Time Card Approval • 5PM Deadline for Time Card Approval for November 6th pay • Deadline for FT absence/leaves entries for November 6th pay 27			28 Submit Time Cards 29 30

Monday	Tuesday	Wednesday	Thursday	Friday
	<p><b>2</b></p> <p><b>NFT Contracts Deadline</b></p> <ul style="list-style-type: none"> <li>• Deadline for Employees to accept/eSign contracts to be paid on November 20th</li> </ul>	<p><b>3</b></p>	<p><b>4</b></p> <p><b>Payslip Visible</b></p>	<p><b>5</b></p> <p><b>Pay Date</b></p> <p><b>Submit Time Cards</b></p> <ul style="list-style-type: none"> <li>• Deadline for Employees to submit their Time Card for November 20<sup>th</sup> pay</li> <li>• Deadline for PT absence/leaves entries for November 20<sup>th</sup> pay</li> <li>• Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for November 20<sup>th</sup> pay.</li> </ul>
	<p><b>9</b></p> <p><b>Time Card Approval</b></p> <ul style="list-style-type: none"> <li>• 5PM Deadline for Time Card Approval for November 20<sup>th</sup> pay</li> <li>• Deadline for FT absence/leaves entries for November 20<sup>th</sup> pay</li> </ul>	<p><b>10</b></p> <p><b>Remembrance Day</b></p>		<p><b>12</b></p> <p><b>Submit Time Cards</b></p>
	<p><b>16</b></p> <p><b>NFT Contracts Deadline</b></p> <ul style="list-style-type: none"> <li>• Deadline for Employees to accept/eSign contracts to be paid on December 4th</li> </ul>	<p><b>17</b></p>	<p><b>18</b></p> <p><b>Payslip Visible</b></p>	<p><b>19</b></p> <p><b>Pay Date</b></p> <p><b>Submit Time Cards</b></p> <ul style="list-style-type: none"> <li>• Deadline for Employees to submit their Time Card for December 4th pay</li> <li>• Deadline for PT absence/leaves entries for December 4th pay</li> <li>• Deadline for sending Payroll, Payment Authorization Form (PAF) to be paid for December 4th pay.</li> </ul>
	<p><b>23</b></p> <p><b>Time Card Approval</b></p> <ul style="list-style-type: none"> <li>• 5PM Deadline for Time Card Approval for December 4th pay</li> <li>• Deadline for FT absence/leaves entries for December 4th pay</li> </ul>	<p><b>24</b></p>	<p><b>25</b></p>	<p><b>26</b></p> <p><b>Submit Time Cards</b></p>
	<p><b>30</b></p>			