

SEMI – MONTHLY PAYROLL

Pay Period	eForm/PAF Deadline	Time Entry Deadline	Time Approval Deadline	Pay Confirm Date	Pay Date	Off-Cycle Date
March 1-15	March 11	March 15	March 19	March 20	March 25	March 27
March 16-31	March 21	March 27	March 29	April 1	April 10	April 12
April 1-15	April 8	April 15	April 16	April 17	April 25	April 29
April 16-30	April 26	April 30	May 6	May 7	May 10	May 14
May 1-15	May 9	May 15	May 17	May 21	May 24	May 28
May 16-31	May 24	May 31	June 4	June 5	June 10	June 12
June 1-15	June 7	June 15	June 17	June 18	June 25	June 27
June 16-30	June 25	June 30	July 4	July 5	July 10	July 12
July 1-15	July 10	July 15	July 17	July 18	July 25	July 29
July 16-31	July 25	July 31	August 2	August 6	August 9	August 13
August 1-15	August 9	August 15	August 16	August 19	August 23	August 27
August 16-31	August 26	August 31	September 4	September 5	September 10	September 12
September 1-15	September 10	September 15	September 18	September 19	September 25	September 27
September 16-30	September 27	September 30	October 4	October 7	October 10	October 15
October 1-15	October 10	October 15	October 18	October 21	October 25	October 29
October 16-31	October 25	October 31	November 4	November 5	November 8	November 13
November 1-15	November 8	November 15	November 18	November 19	November 25	November 27
November 16-30	November 26	November 30	December 4	December 5	December 10	December 12
December 1-15	December 10	December 15	December 17	December 18	December 24	December 23
December 16-31	December 19	December 31	January 6	January 7	January 10	January 14

MONTHLY PAYROLL

Pay Period	eForm/PAF Deadline	Time Entry Deadline	Time Approval Deadline	Pay Confirm Date	Pay Date	Off-Cycle Date
March 1-31	March 12	March 21	March 22	March 25	March 28	April 1
April 1-30	April 10	April 22	April 23	April 24	April 29	May 1
May 1-31	May 13	May 23	May 24	May 27	May 30	June 3
June 1-30	June 12	June 20	June 21	June 24	June 27	July 2
July 1-31	July 12	July 23	July 24	July 25	July 30	August 1
August 1-31	August 13	August 22	August 23	August 26	August 29	September 3
September 1-30	September 11	September 20	September 23	September 24	September 27	October 1
October 1-31	October 11	October 23	October 24	October 25	October 30	November 1
November 1-30	November 12	November 21	November 22	November 25	November 28	December 2
December 1-31	December 10	December 18	December 19	December 20	December 30	December 23

Explanation of Deadlines

Pay Date: The date that employees are paid. Employees will receive their pay in their bank account via direct deposit from the University of Alberta.

Pay Period: The period of time employees work and are being paid for

eForm/PAF Deadline:

eForms and pay action forms (PAFs) are the electronic and paper processes that are approved and sent into HRS for new hires, re-hires, appointment extensions, re-appointments, status changes, promotions, resignations, retirements etc.

The approved transactions should be processed as they occur, but must be received in HRS at least two weeks prior to effective date of change. eForms and/or PAFs received by the end of business day on deadline date will be processed and paid in the current pay period. If this deadline is not adhered to, the eForm and/or PAF will be processed and paid in the following pay period.

If you are re-appointing or extending an appointment it must be submitted before the end date of the current position, if this date is missed the employee will be terminated automatically which will affect the employee's system access, they will receive no further pay and their benefits will cease.

Time Entry Deadline: Time worked (hourly employees) and exception time (salaried employees) should be entered daily, this is the last day that time entry for the current pay period can be entered.

Time Approval Deadline: This date is set to one business day prior to the pay confirm date. Time is available and recommended to be approved daily by direct reports, this is the last day in the current payroll cycle available for approval. For salaried employees any time not approved will not be processed for payment. For hourly employees any time entered and not approved beyond this date will be mass approved by payroll and paid.

Pay Confirm: The date that the payroll is finalized for the current pay date and sent to the bank for processing.

Off-Cycle Date: The date that payroll processes corrections from the pay date that was just confirmed. All off-cycle requests must be into Payroll by 9:00 a.m. the morning of the off-cycle date.