

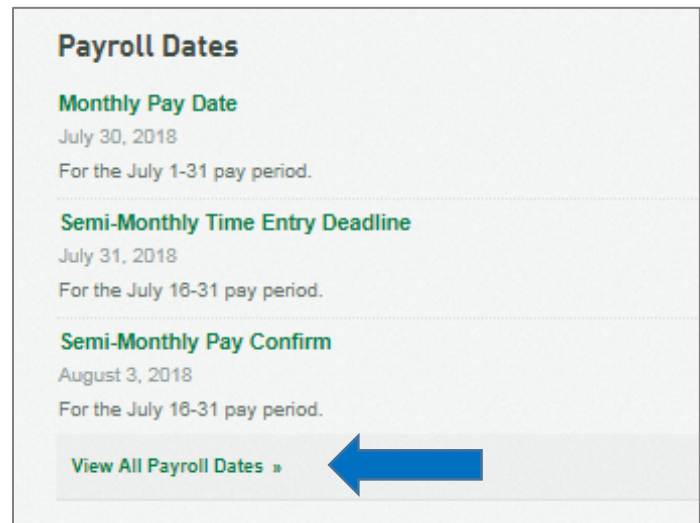
## Adding Payroll Dates to Google Calendar

This Quick Reference Guide provides the steps to add the payroll dates and Time Off/Holidays calendars to your U of A google calendar. If you have questions or need further information, please contact your Department HR Contact or Timekeeper.

### Payroll Dates

**Navigation:** [www.ualberta.ca/human-resource-services](http://www.ualberta.ca/human-resource-services)

1. Within the home page of the HRS web site, click [View All Payroll Dates](#) link near the bottom of the web page.

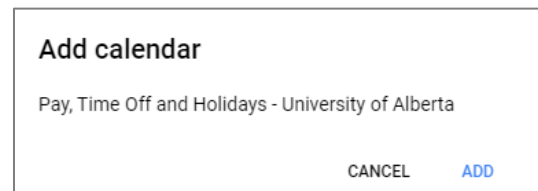


The screenshot shows a 'Payroll Dates' section with three entries:

- Monthly Pay Date**  
July 30, 2018  
For the July 1-31 pay period.
- Semi-Monthly Time Entry Deadline**  
July 31, 2018  
For the July 16-31 pay period.
- Semi-Monthly Pay Confirm**  
August 3, 2018  
For the July 16-31 pay period.

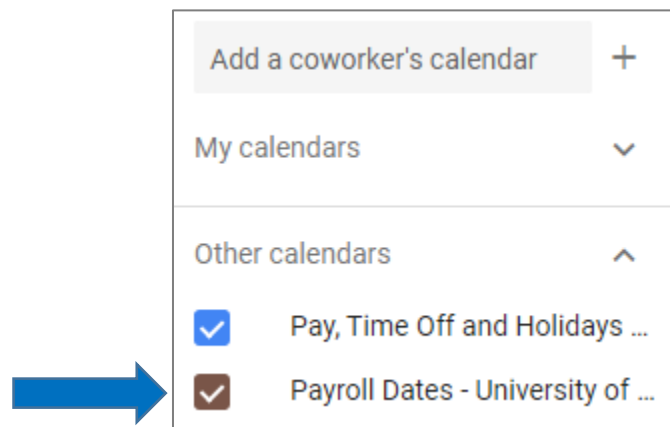
At the bottom of the section is a link: [View All Payroll Dates »](#). A blue arrow points to this link from the right.

2. Click **ADD**



The dialog box is titled 'Add calendar' and contains the text 'Pay, Time Off and Holidays - University of Alberta'. At the bottom right, there are two buttons: 'CANCEL' and 'ADD'.

3. The calendar will be listed and selected under the 'Other Calendars' section of your google calendar.



The screenshot shows the 'Other calendars' section of a Google Calendar interface. It lists two calendars:

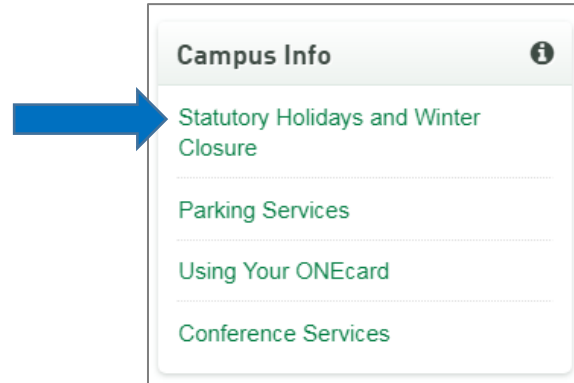
- Pay, Time Off and Holidays ...
- Payroll Dates - University of ...

A blue arrow points to the 'Payroll Dates - University of ...' entry from the left.

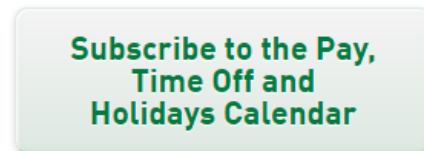
## Pay, Time Off and Holidays Calendar

**Navigation:** [www.ualberta.ca](http://www.ualberta.ca) > Faculty and Staff

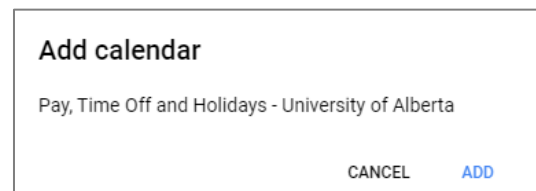
1. Click **Statutory Holidays and Winter Closure** link on the right side of the web page.



2. Click the **Subscribe to the Pay, Time Off and Holidays Calendar** button on the right side of the web page.



3. Click **ADD**



4. The Calendar will be listed and selected under the 'Other Calendars' section of your google calendar.

