

SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES

Issued by: People & Culture – Payroll Services

Effective Date: October 24, 2023

Processing of the payroll is a complex and difficult process requiring considerable co-operation from departments and adherence to schedules. Departments must forward correct and complete information to Payroll Services on or before the cut-off dates indicated on the Human Resources website.

Information received after the deadline will NOT be processed until the next pay date.

*Please use this chart when completing [Bi-Weekly Time Reports](#) and [Fixed Remuneration Forms](#) for all hourly paid employees

Pay Period	Pay Date	Pay Period Start Date	Pay Period End Date
1	January 11, 2024	December 17, 2023	December 23, 2023
		December 24, 2023	December 30, 2023
2	January 25, 2024	December 31, 2023	January 6, 2024
		January 7, 2024	January 13, 2024
3	February 8, 2024	January 14, 2024	January 20, 2024
		January 21, 2024	January 27, 2024
4	February 22, 2024	January 28, 2024	February 3, 2024
		February 4, 2024	February 10, 2024
5	March 7, 2024	February 11, 2024	February 17, 2024
		February 18, 2024	February 24, 2024
6	March 21, 2024	February 25, 2024	March 2, 2024
		March 3, 2024	March 9, 2024
7	April 4, 2024	March 10, 2024	March 16, 2024
		March 17, 2024	March 23, 2024
8	April 18, 2024	March 24, 2024	March 30, 2024
		March 31, 2024	April 6, 2024
9	May 2, 2024	April 7, 2024	April 13, 2024
		April 14, 2024	April 20, 2024
10	May 16, 2024	April 21, 2024	April 27, 2024
		April 28, 2024	May 4, 2024
11	May 30, 2024	May 5, 2024	May 11, 2024
		May 12, 2024	May 18, 2024
12	June 13, 2024	May 19, 2024	May 25, 2024
		May 26, 2024	June 1, 2024
13	June 27, 2024	June 2, 2024	June 8, 2024
		June 9, 2024	June 15, 2024
14	July 11, 2024	June 16, 2024	June 22, 2024
		June 23, 2024	June 29, 2024
15	July 25, 2024	June 30, 2024	July 6, 2024
		July 7, 2024	July 13, 2024
16	August 8, 2024	July 14, 2024	July 20, 2024
		July 21, 2024	July 27, 2024
17	August 22, 2024	July 28, 2024	August 3, 2024
		August 4, 2024	August 10, 2024
18	September 5, 2024	August 11, 2024	August 17, 2024
		August 18, 2024	August 24, 2024
19	September 19, 2024	August 25, 2024	August 31, 2024
		September 1, 2024	September 7, 2024
20	October 3, 2024	September 8, 2024	September 14, 2024
		September 15, 2024	September 21, 2024
21	October 17, 2024	September 22, 2024	September 28, 2024
		September 29, 2024	October 5, 2024
22	October 31, 2024	October 6, 2024	October 12, 2024
		October 13, 2024	October 19, 2024
23	November 14, 2024	October 20, 2024	October 26, 2024
		October 27, 2024	November 2, 2024
24	November 28, 2024	November 3, 2024	November 9, 2024
		November 10, 2024	November 16, 2024
25	December 12, 2024	November 17, 2024	November 23, 2024
		November 24, 2024	November 30, 2024
26	December 24, 2024	December 1, 2024	December 7, 2024
		December 8, 2024	December 14, 2024
1	January 9, 2025	December 15, 2024	December 21, 2024
		December 22, 2024	December 28, 2024