

**SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES**

Issued by: Human Resources – Payroll Services

Effective Date: October 20, 2024

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 9, 2025	December 15, 2024	December 21, 2024
		December 22, 2024	December 28, 2024
2	January 23, 2025	December 29, 2024	January 4, 2025
		January 5, 2025	January 11, 2025
3	February 6, 2025	January 12, 2025	January 18, 2025
		January 19, 2025	January 25, 2025
4	February 20, 2025	January 26, 2025	February 1, 2025
		February 2, 2025	February 8, 2025
5	March 6, 2025	February 9, 2025	February 15, 2025
		February 16, 2025	February 22, 2025
6	March 20, 2025	February 23, 2025	March 1, 2025
		March 2, 2025	March 8, 2025
7	April 3, 2025	March 9, 2025	March 15, 2025
		March 16, 2025	March 22, 2025
8	April 17, 2025	March 23, 2025	March 29, 2025
		March 30, 2025	April 5, 2025
9	May 1, 2025	April 6, 2025	April 12, 2025
		April 13, 2025	April 19, 2025
10	May 15, 2025	April 20, 2025	April 26, 2025
		April 27, 2025	May 3, 2025
11	May 29, 2025	May 4, 2025	May 10, 2025
		May 11, 2025	May 17, 2025
12	June 12, 2025	May 18, 2025	May 24, 2025
		May 25, 2025	May 31, 2025
13	June 26, 2025	June 1, 2025	June 7, 2025
		June 8, 2025	June 14, 2025
14	July 10, 2025	June 15, 2025	June 21, 2025
		June 22, 2025	June 28, 2025
15	July 24, 2025	June 29, 2025	July 5, 2025
		July 6, 2025	July 12, 2025
16	August 7, 2025	July 13, 2025	July 19, 2025
		July 20, 2025	July 26, 2025
17	August 21, 2025	July 27, 2025	August 2, 2025
		August 3, 2025	August 9, 2025
18	September 4, 2025	August 10, 2025	August 16, 2025
		August 17, 2025	August 23, 2025
19	September 18, 2025	August 24, 2025	August 30, 2025
		August 31, 2025	September 6, 2025
20	October 2, 2025	September 7, 2025	September 13, 2025
		September 14, 2025	September 20, 2025
21	October 16, 2025	September 21, 2025	September 27, 2025
		September 28, 2025	October 4, 2025
22	October 30, 2025	October 5, 2025	October 11, 2025
		October 12, 2025	October 18, 2025
23	November 13, 2025	October 19, 2025	October 25, 2025
		October 26, 2025	November 1, 2025
24	November 27, 2025	November 2, 2025	November 8, 2025
		November 9, 2025	November 15, 2025
25	December 11, 2025	November 16, 2025	November 22, 2025
		November 23, 2025	November 29, 2025
26	December 25, 2025	November 30, 2025	December 6, 2025
		December 7, 2025	December 13, 2025
1	January 08, 2026	December 14, 2025	December 20, 2025
		December 21, 2025	December 27, 2025