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Name:	Payroll – Cut-Off and Pay Dates
Policy Number:	6-1001
Origin:	Human Resources
Approved:	1 August 1994
Issuing Authority:	Director, Human Resources
Responsibility:	Director, Human Resources
Effective Date	1 September 2007
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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 date. Information not received by the deadline will NOT be processed until the next pay date.

For Payroll Cut-off and Pay Dates, please refer to the online [Payroll Schedules](https://smu.ca/about/hr-and-payroll-forms.html) (<https://smu.ca/about/hr-and-payroll-forms.html>) to ensure all necessary information will be received by the Payroll Office in time for the required pay date.