

**Lakehead University**

**Yearend 2018 - Payroll Early Cut-off Schedule**

This is to facilitate a compressed schedule for payroll due to year-end system processing and the university closure between December 22, 2018 and January 1, 2019 inclusive.

Employee Pay Group	PAY CYCLE	Pay Period Start Date	Pay Period End Date	Pay Period Paycheck Deposit Date	Employee Timecard Cutoff myTimecard on myInfo <b>(midnight)</b>	Supervisor Timecard Approval Cutoff <b>(noon)</b>	Supervisor Hiring Documents to Human Resources Cutoff <b>(noon)</b> (payroll items to be paid in 2018)
Part-time hourly	PT	18/11/25	18/12/08	18/12/21	Sunday, December 2, 2018	Monday, December 3, 2018	Tuesday, November 27, 2018
Part-time hourly	PT	18/12/09	18/12/22	19/01/04	Sunday, December 16, 2018	Monday, December 17, 2018	Tuesday, December 11, 2018
Employee Pay Group	PAY CYCLE	Pay Period Start Date	Pay Period End Date	Pay Period Paycheck Deposit Date	Employee Timecard Cutoff myTimecard on myInfo <b>(noon)</b>	Supervisor Timecard Approval Cutoff <b>(4 p.m.)</b>	Supervisor Hiring Documents to Human Resources Cutoff <b>(noon)</b> (payroll items to be paid in 2018)
UNIFOR, USW, OPSEU, IUOE	BH	18/11/23	18/12/06	18/12/14	Thursday, December 6, 2018	Thursday, December 6, 2018	Wednesday, December 5, 2018
UNIFOR, USW, OPSEU, IUOE	BH	18/12/07	18/12/20	18/12/28	Tuesday, December 11, 2018	Tuesday, December 11, 2018	Monday, December 10, 2018
UNIFOR, USW, OPSEU, IUOE	BH	18/12/21	19/01/03	19/01/11	Thursday, January 3, 2019	Friday, January 4, 2019	Wednesday, January 2, 2019
Grads (CUPE)	BM	18/12/01	18/12/15	18/12/14	n/a	n/a	Friday, November 23, 2018
Grads (CUPE)	BM	18/12/16	18/12/31	18/12/31	n/a	n/a	Tuesday, December 4, 2018
COPE - full-time salary	BS	18/11/25	18/12/08	18/12/07	n/a	n/a	Wednesday, November 28, 2018
COPE - full-time salary	BS	18/12/09	18/12/22	18/12/21	n/a	n/a	Monday, December 10, 2018
COPE - full-time salary	BS	18/12/23	19/01/05	19/01/04	n/a	n/a	Wednesday, January 2, 2019
Semi-monthly salary , LUFA	SM	18/12/01	18/12/15	18/12/14	n/a	n/a	Friday, November 23, 2018
Semi-monthly salary, LUFA	SM	18/12/16	18/12/31	18/12/31	n/a	n/a	Tuesday, December 4, 2018

**Do contact any of the payroll staff below if you have any questions:**

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