

2024 Payroll Year-end 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 21, 2024 and January 1, 2025 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 (midnight)	Supervisor Timecard Approval Cutoff (noon)	Supervisor Hiring Documents to Human Resources Cutoff (noon) (payroll items to be paid in 2024)
Part-time hourly	PT	24/11/17	24/11/30	24/12/13	Sunday, December 1, 2024	Monday, December 2, 2024	Thursday, November 21, 2024
Part-time hourly	PT	24/12/01	24/12/14	24/12/27	Sunday, December 8, 2024	Monday, December 9, 2024	Thursday, November 28, 2024
Part-time hourly	PT	24/12/15	24/12/28	25/01/10	THURSDAY, JANUARY 2, 2025	FRIDAY, JANUARY 3, 2025	Monday, December 16, 2024
Employee Pay Group	PAY CYCLE	Pay Period Start Date	Pay Period End Date	Pay Period Paycheck Deposit Date	Employee Timecard Cutoff myTimecard on myInfo (noon)	Supervisor Timecard Approval Cutoff (4 p.m.)	Supervisor Hiring Documents to Human Resources Cutoff (noon) (payroll items to be paid in 2023)
UNIFOR, USW, OPSEU, IUOE	BH	24/11/15	24/11/28	24/12/06	Thursday, November 28, 2024	Thursday, November 28, 2024	Monday, November 25, 2024
UNIFOR, USW, OPSEU, IUOE	BH	24/11/29	24/12/12	24/12/20	Friday, December 6, 2024	Friday, December 6, 2024	Monday, December 2, 2024
UNIFOR, USW, OPSEU, IUOE	BH	24/12/13	24/12/26	25/01/03	WEDNESDAY, DECEMBER 18, 2024	WEDNESDAY, DECEMBER 18, 2024	Wednesday, December 11, 2024
Grads (CUPE)	BM	24/12/01	24/12/15	24/12/15	n/a	n/a	Thursday, November 28, 2024
Grads (CUPE)	BM	24/12/16	24/12/31	24/12/31	n/a	n/a	Friday, December 6, 2024
COPE - full-time salary	BS	24/11/17	24/11/30	24/11/29	n/a	n/a	Thursday, November 21, 2024
COPE - full-time salary	BS	24/12/01/	24/12/14	24/12/13	n/a	n/a	Thursday, November 28, 2024
COPE - full-time salary	BS	24/12/15	24/12/28	24/12/27	n/a	n/a	Friday, December 6, 2024
Semi-monthly salary , LUFA	SM	24/12/01	24/12/15	24/12/15	n/a	n/a	Thursday, November 21, 2024
Semi-monthly salary, LUFA	SM	24/12/16	24/12/31	24/12/31	n/a	n/a	Thursday, November 28, 2024

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

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