

## 2025 Payroll Year-end Cut-off Schedule

This is to facilitate a compressed schedule for payroll due to year-end system processing and the university closure between December 24, 2025 and January 4, 2026 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)	Hiring Documents to Human Resources Cutoff (noon) (payroll items to be paid in 2025)
Part-time hourly	PT	25/11/16	25/11/29	25/12/12	Sunday, November 30, 2025	Tuesday, December 2, 2025	Thursday, November 20, 2025
Part-time hourly	PT	25/11/30	25/12/13	25/12/24	MONDAY, DECEMBER 8, 2025	TUESDAY, DECEMBER 9, 2025	Thursday, November 27, 2025
Part-time hourly	PT	25/12/14	25/12/27	26/01/09	Sunday, January 4, 2026	Monday, January 5, 2026	Thursday, December 18, 2025

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.)	Hiring Documents to Human Resources Cutoff (noon) (payroll items to be paid in 2025)
UNIFOR, USW, IUOE	BH	25/11/14	25/11/27	25/12/05	Thursday, November 28, 2025	Thursday, November 28, 2025	Monday, November 24, 2025
UNIFOR, USW, IUOE	BH	25/11/28	25/12/11	25/12/19	MONDAY DECEMBER 8, 2025	MONDAY, DECEMBER 8, 2025	Monday, December 1, 2025
UNIFOR, USW, IUOE	BH	25/12/12	25/12/25	26/01/02	THURS, DEC 18, 2025 (10:00am)	THURS, DEC 18, 2025 (NOON)	Friday, December 12, 2025

Grads (CUPE)	BM	25/12/01	25/12/15	25/12/15	n/a	n/a	Thursday, November 27, 2025
Grads (CUPE)	BM	25/12/16	25/12/31	25/12/31	n/a	n/a	Monday, December 1, 2025
COPE - full-time salary	BS	25/11/16	25/11/29	25/11/28	n/a	n/a	Thursday, November 20, 2025
COPE - full-time salary	BS	25/11/30	25/12/13	25/12/12	n/a	n/a	Thursday, November 27, 2025
COPE - full-time salary	BS	25/12/14	25/12/27	25/12/24	n/a	n/a	Monday, December 1, 2025
Semi-monthly salary , LUFA OPSU	SM	25/12/01	25/12/15	25/12/15	n/a	n/a	Thursday, November 20, 2025
Semi-monthly salary , LUFA OPSU	SM	25/12/16	25/12/31	25/12/31	n/a	n/a	Thursday, November 27, 2025

Early Employee and Supervisory Cutoffs for Holiday Closure

Extended Employee and Supervisory Cutoffs Due to Holiday Closure

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

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