

2025 PT Pay Schedule - Part-time bi-weekly hourly;

All non-union part-time employees, and part-time hourly union employees - Canadian Office and Professional Employee's Union - COPE, Canadian Union of Public Employees - CUPE, United Steelworks of America

Pay Period		Pay Date	Employee deadline Timecards on WEB Due on-line by 12:00 Midnight	Approval Deadline for Supervisors Due on-line by 12:00 noon
Start Date	End Date			
15/Dec/24	28/Dec/24	10/Jan/25	2-Jan-25	3-Jan-25
29/Dec/24	11/Jan/25	24/Jan/25	12-Jan-25	14-Jan-25
12/Jan/25	25/Jan/25	7/Feb/25	26-Jan-25	28-Jan-25
26/Jan/25	8/Feb/25	21/Feb/25	9-Feb-25	11-Feb-25
9/Feb/25	22/Feb/25	7/Mar/25	23-Feb-25	25-Feb-25
23/Feb/25	8/Mar/25	21/Mar/25	9-Mar-25	11-Mar-25
9/Mar/25	22/Mar/25	4/Apr/25	23-Mar-25	25-Mar-25
23/Mar/25	5/Apr/25	17/Apr/25	6-Apr-25	8-Apr-25
6/Apr/25	19/Apr/25	2/May/25	20-Apr-25	22-Apr-25
20/Apr/25	3/May/25	16/May/25	4-May-25	6-May-25
4/May/25	17/May/25	30/May/25	18-May-25	20-May-25
18/May/25	31/May/25	13/Jun/25	1-Jun-25	3-Jun-25
1/Jun/25	14/Jun/25	27/Jun/25	15-Jun-25	17-Jun-25
15/Jun/25	28/Jun/25	11/Jul/25	29-Jun-25	2-Jul-25
29/Jun/25	12/Jul/25	25/Jul/25	13-Jul-25	15-Jul-25
13/Jul/25	26/Jul/25	8/Aug/25	27-Jul-25	29-Jul-25
27/Jul/25	9/Aug/25	22/Aug/25	10-Aug-25	12-Aug-25
10/Aug/25	23/Aug/25	5/Sep/25	24-Aug-25	26-Aug-25
24/Aug/25	6/Sep/25	19/Sep/25	7-Sep-25	9-Sep-25
7/Sep/25	20/Sep/25	3/Oct/25	21-Sep-25	23-Sep-25
21/Sep/25	4/Oct/25	17/Oct/25	5-Oct-25	7-Oct-25
5/Oct/25	18/Oct/25	31/Oct/25	19-Oct-25	21-Oct-25
19/Oct/25	1/Nov/25	14/Nov/25	2-Nov-25	4-Nov-25
2/Nov/25	15/Nov/25	28/Nov/25	16-Nov-25	18-Nov-25
16/Nov/25	29/Nov/25	12/Dec/25	30-Nov-25	2-Dec-25
30/Nov/25	13/Dec/25	24/Dec/25	8-Dec-25	9-Dec-25
14/Dec/25	27/Dec/25	9/Jan/26	4-Jan-26	5-Jan-26
28/Dec/25	10/Jan/26	23/Jan/26	11-Jan-26	13-Jan-26
11/Jan/26	24/Jan/26	6/Feb/26	25-Jan-26	27-Jan-26
25/Jan/26	7/Feb/26	20/Feb/26	8-Feb-26	10-Feb-26
8/Feb/26	21/Feb/26	6/Mar/26	22-Feb-26	24-Feb-26
22/Feb/26	7/Mar/26	20/Mar/26	8-Mar-26	10-Mar-26
8/Mar/26	21/Mar/26	2/Apr/26	22-Mar-26	24-Mar-26

EARLY Cut-offs Due to Year End Deadlines*

EXTENDED Cut-offs Due to Holiday Closure*

***Early and Extended Cut-offs Subject to Change**