Lakehead
UNIVERSITY

2026 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 from **December 21, 2026 and January 3, 2027 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 2026)
Part-time hourly	PT	26/11/15	26/11/28	26/12/11	Sunday, November 29, 2026	Tuesday,December 1, 2026	Thursday, November 19, 2026
Part-time hourly	PT	26/11/29	26/12/12	26/12/24	Sunday, December 13, 2026	MONDAY, December 14th	Thursday, November 26, 2026
Part-time hourly	PT	26/12/13	26/12/26	27/01/08	Sunday, January 3, 2027	Monday, January 4, 2027	Thursday, December 10, 2026

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	26/11/13	26/11/26	26/12/04	Thursday, November 28, 2025	Thursday, November 28, 2025	Monday, November 24, 2025
UNIFOR, USW, IUOE	BH	26/11/27	26/12/10	26/12/18	MONDAY DECEMBER 7, 2026	MONDAY, DECEMBER 7, 2026	Monday, December 1, 2025
UNIFOR, USW, IUOE	BH	26/12/11	26/12/24	26/12/31	WEDNESDAY DEC 15, 2026 (10:00am)	WEDNESDAY, DEC 15, 2065 (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	26/11/15	26/11/28	26/11/27	n/a	n/a	Thursday, November 20, 2025
COPE - full-time salary	BS	26/11/29	26/12/26	26/12/11	n/a	n/a	Thursday, November 27, 2025
COPE - full-time salary	BS	26/12/13	26/12/26	26/12/24	n/a	n/a	Monday, December 1, 2025
Semi-monthly salary , LUFA OPSU	SM	26/12/01	26/12/15	26/12/15	n/a	n/a	Thursday, November 20, 2025
Semi-monthly salary , LUFA OPSU	SM	26/12/16	26/12/31	26/12/31	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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