Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Timesheet Lock 8:00 am Apr 16-30, 2024 / Manager/Budget Owner Timesheet Approval by 4 pm / Scholarship Approval / Time & Labour Load	**2** Hire, Change and Termination Lockout Including Sessional and Grad TBH / Retro Accounting / Scholarship Load	**3** Salaried Recoveries Entered and Approved / **Pay Confirm** / Bank Transmission / Accruals Updated / Distribute Actuals	**4**
5	**6** Timesheet Unlock 8 am / Scholarship Unlock / Hire, Change and Termination Unlock / GL Upload	**7**	**8**	**9** Hire/Change/Termination (TBH) for May 1-15 pay	**10** Pay Day Apr 16 - 30, 2024	**11**
12	**13** Scholarship Entry Lock for May / Off-Cycle Request Dealine at 4pm	**14** Off Cycle Run	**15** Award Post Deadline for May / HR PPS Retro Deadline by end of day	**16** Timesheet Lock 8:00 am May 1-15, 2024 / Manager/Budget Owner Timesheet Approval by 4 pm / Scholarship Approval / Time & Labour Load	**17** Hire, Change and Termination Lockout Including Sessional and Grad TBH / Retro Accounting / Scholarship Load	**18**
19	**20** **Victoria Day**	**21** Salaried Recoveries Entered and Approved / **Pay Confirm** / Bank Transmission / Accruals Updated	**22** Timesheet Unlock 8 am / Scholarship Unlock / Hire, Change and Termination Unlock / GL Upload	**23**	**24** Pay Day May 1-15, 2024	**25**

Hire/Change Lockout:
As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:
Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:
All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

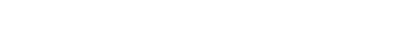**Hire/Termination/Change Information & Payroll Forms Cutoff:**
All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock
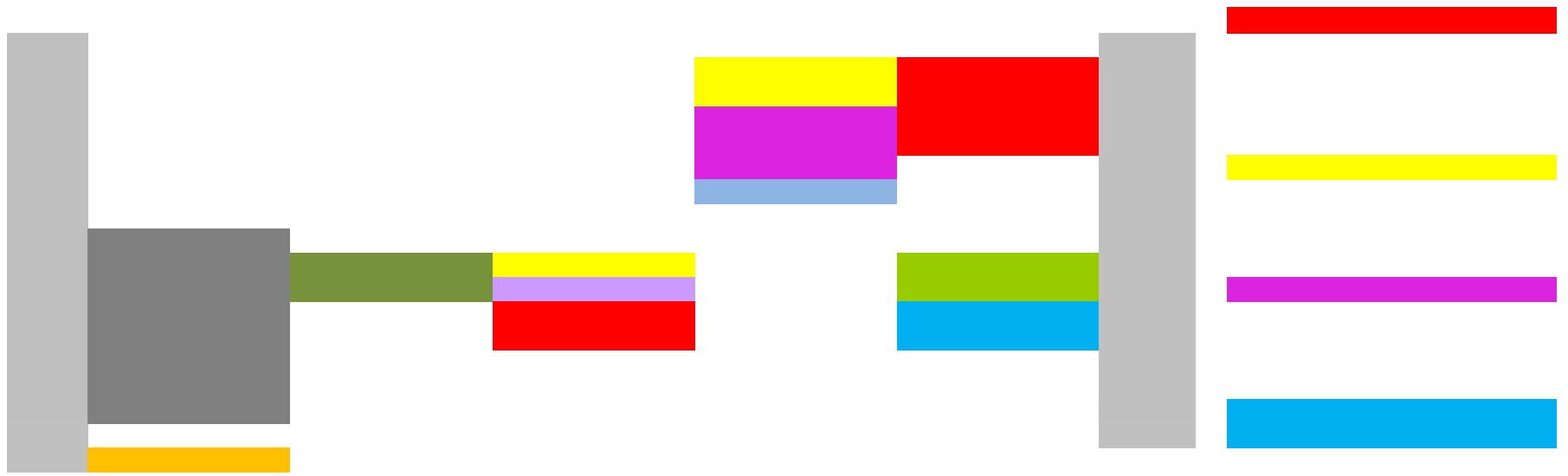Entering must be complete by end of day.

Scholarship Approval - 4:00 pm
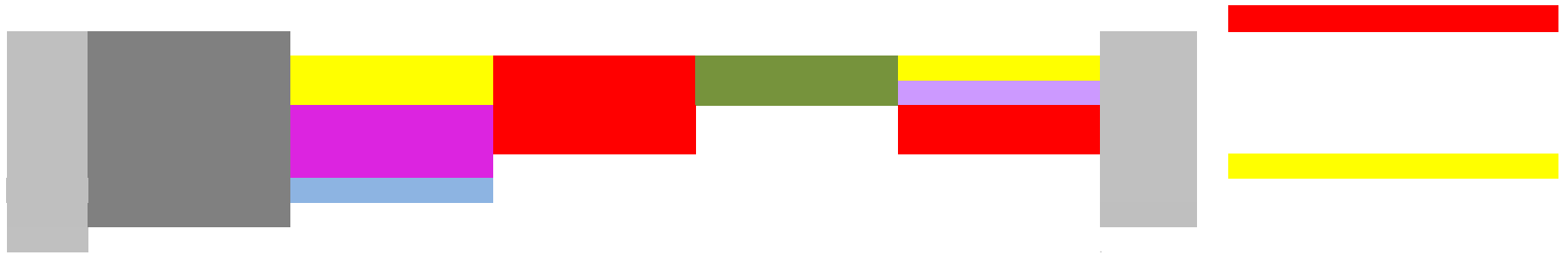
HR PPS (People P EMC /P g0 G21 178.5(H)]TJI

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Timesheet Lock 8:00 am Sept 16-30, 2024 / Manager/Budget Owner Timesheet Approval by 4 pm / Scholarship Approval / Time & Labour Load	**2** Hire, Change and Termination Lockout Including Sessional and Grad TBH / Retro Accounting / Scholarship Load	**3** Salaried Recoveries Entered and Approved / **Pay Confirm** Bank Transmission Accruals Updated Distribute Actuals	**4** Timesheet Unlock 8 am / Scholarship Unlock / Hire, Change and Termination Unlock / GL Upload	**5**
6	**7**	**8**	**9**	**10** Pay Day Sept 16-30, 2024 / Hire/Change/Termination (TBH) for Oct 1-15 pay	**11** Off-Cycle Request Dealine at 4pm	**12**
13	**14** Thanksgiving Day	**15** Scholarship Entry Lock for October / Off Cycle Run	**16**	**17** Award Post Deadline for October / HR PPS Retro Deadline by end of day	**18** Timesheet Lock 8:00 am Oct 1-15, 2024 / Manager/Budget Owner Timesheet Approval by 4 pm / Scholarship Approval / Time & Labour Load	**19**
20	**21** Hire, Change and Termination Lockout Including Sessional and Grad TBH / Retro Accounting / Scholarship Load	**22** Salaried Recoveries Entered and Approved / **Pay Confirm** Bank Transmission Accruals Updated Distribute Actuals	**23** Timesheet Unlock 8 am / Scholarship Unlock / Hire, Change and Termination Unlock / GL Upload	**24**	**25** Pay Day Oct 1-15, 2024 / Hire/Change/Termination (TBH) for Oct 16-31 pay	**26**
27	**28** Off-Cycle Request	**29** Missed Scholarship	**30**	**31** Parking/Donations,		

Hire/Change Lockout:
As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:
Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:
All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:
All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock
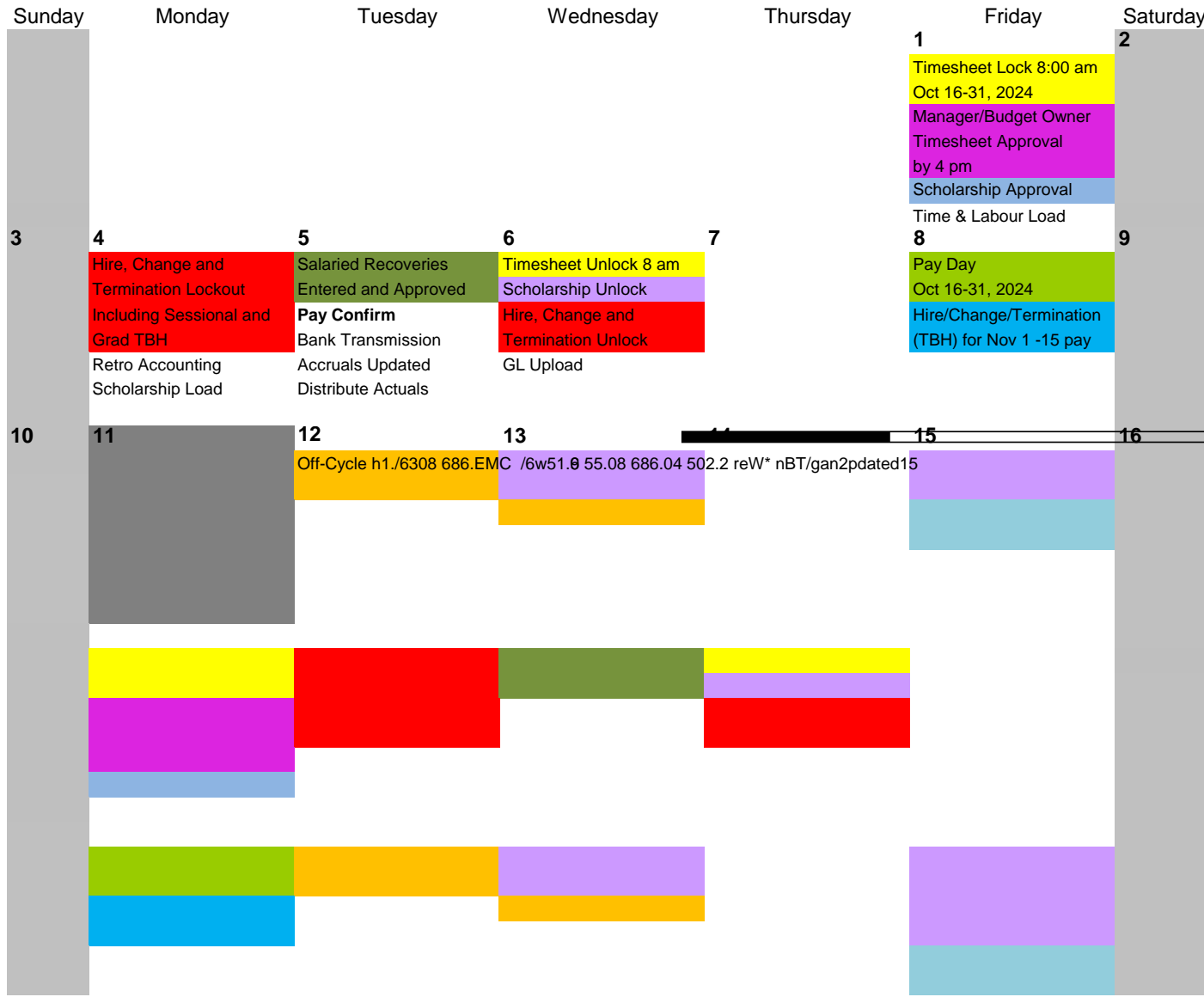Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)
Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm
All requests for an off-cycle payment (excluding

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	**2**
					Timesheet Lock 8:00 am Oct 16-31, 2024	
					Manager/Budget Owner Timesheet Approval by 4 pm	
					Scholarship Approval	
					Time & Labour Load	
3	**4**	**5**	**6**	**7**	**8**	**9**
	Hire, Change and Termination Lockout Including Sessional and Grad TBH	Salaried Recoveries Entered and Approved	Timesheet Unlock 8 am		Pay Day Oct 16-31, 2024	
		Pay Confirm	Scholarship Unlock		Hire/Change/Termination (TBH) for Nov 1 -15 pay	
	Retro Accounting Scholarship Load	Bank Transmission	Hire, Change and Termination Unlock			
		Accruals Updated	GL Upload			
		Distribute Actuals				
10	**11**	**12**	**13**	**14**	**15**	**16**
		Off-Cycle h1./6308 686.EMC	/6w51.0 55.08 686.04 502.2 reW* nBT/gan2pdated15			

Hire/Change Lockout:
As of 8:00 a.m. unable to process
any Hire/Rehire, Job Changes or Terminations
for employees in current pay. Including
Sessional & Grad TBH hires

Timesheet Lock/Unlock:
Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:
All time not approved by 4:00 pm will be mass
approved and appear in your portal
for acknowledgement.

Hire/Termination/Change
Information & Payroll Forms Cutoff:

Fr0 g0 g0 G[Retr)4(o A)-6(c)-CID 3 ref*0.8 0.6 1 rg26nBb0.8 EMC /TQ EMC /P AMCID 6)B 8 aC g1 0 /P AM6>BDC g51.0 55.08 686.04 502.2 reW* nBT/F2 6.36 Tfg0 G /P AMCID 36>BDC g51.0 55.08 686.04 502.2 reW* nBT/F2 U 62a51.0 55.08 6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hire/Change Lockout:
1	2	3	4	5	6	7	As of 8:00 a.m. unable to process
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am			any Hire/Rehire, Job Changes or 1/F2 6.12 Tf1 0 0