

Payroll Schedule Deadlines

Published on Human Resources (<https://www.uoguelph.ca/hr>)

Payroll Schedule Deadlines

Departments are responsible for ensuring the timely submission of their data forms and time entry. Please find the Payroll Schedule Deadlines below.

Pay Date	All Dataforms & Emails affecting appointments must be received in HR by noon	Department Appointment Entry Access to HRER 10:00PM	Period for Time Reporting	All Time Entry 10:00AM
December 26, 2019** (deposited December 24)	December 16	December 16	December 6 to December 19	December 17
January 9, 2020**	January 3	January 5	December 20 to January 2	January 6
January 23, 2020	January 16	January 16	January 3 to January 16	January 17
February 6, 2020	January 30	January 30	January 17 to January 30	January 31
February 20, 2020	February 13	February 13	January 31 to February 13	February 14
March 5, 2020	February 27	February 27	February 14 to February 27	February 28
March 19, 2020	March 12	March 12	February 28 to March 12	March 13
April 2, 2020	March 26	March 26	March 13 to March 26	March 27
April 16, 2020**	April 9	April 12	March 27 to April 9	April 13
April 30, 2020	April 23	April 23	April 10 to April 23	April 24
May 14, 2020	May 7	May 7	April 24 to May 7	May 8
May 28, 2020	May 21	May 21	May 8 to May 21	May 22
Jun 11, 2020	June 4	June 4	May 22 to June 4	June 5
June 25, 2020	June 18	June 18	June 5 to June 18	June 19
July 9, 2020	July 2	July 2	June 19 to July 2	July 3
July 23, 2020	July 16	July 16	July 3 to July 16	July 17
August 6, 2020	July 30	July 30	July 17 to July 30	July 31
August 20, 2020	August 13	August 13	July 31 to August 13	August 14
September 3, 2020	August 27	August 27	August 14 to August 27	August 28
September 17, 2020	September 10	September 10	August 28 to September 10	September 11
October 1, 2020	September 24	September 24	September 11 to September 24	September 25
October 15, 2020	October 8	October 8	September 25 to October 8	October 9
October 29, 2020	October 22	October 22	October 9 to October 22	October 23

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November 12, 2020	November 5	November 5	October 23 to November 5	November 6
November 26, 2020	November 19	November 19	November 6 to November 19	November 20
December 10, 2020	December 3	December 3	November 20 to December 3	December 4

** Denotes change to regular schedule (changes highlighted in grey)

CUT OFF TIMES AND DEADLINES ARE FIRM

Departments are responsible for ensuring the timely submission of their data forms and time entry.

[2019 Payroll Schedule Deadlines](#) [1]

For further information, please contact your [HR Service Associate](#) [2].

Source URL: <https://www.uoguelph.ca/hr/admins/payroll-schedule-deadlines>

Links

[1] <https://www.uoguelph.ca/hr/system/files/2019%20schedule.pdf>

[2] <https://www.uoguelph.ca/hr/hr-services-about-human-resources/human-resources-contacts>