Payroll Schedule Deadlines

Departments are responsible for ensuring the timely submission of their changes to Gryphons at Work and Time Entry. Please find the Payroll Schedule Deadlines below.

Pay Date	HR must be in receipt of all tickets affecting appointments by Noon	Department Appointment Entry to Gryphons at Work by 10:00pm	HR will approve received workflows by Noon	Period for Time Reporting	All Time Entry 10:00 am
19-Dec-24	December 12	December 12	December 13	November 29 to December 12	December 13
2-Jan-25	December 18	December 18	December 19	December 13 to December 26	December 19
16-Jan-25	January 10	January 10	January 13	December 27 to January 09	January 13
30-Jan-25	January 24	January 24	January 27	January 10 to January 23	January 27
13-Feb-25	February 07	February 07	February 10	January 24 to February 06	February 10
27-Feb-25	February 21	February 21	February 24	February 07 to February 20	February 24
13-Mar-25	March 07	March 07	March 10	February 21 to March 06	March 10
27-Mar-25	March 21	March 21	March 24	March 07 to March 20	March 24
10-Apr-25	April 04	April 04	April 07	March 21 to April 03	April 07
24-Apr-25	April 17	April 17	April 21	April 04 to April 17	April 21
8-May-25	May 02	May 02	May 05	April 18 to May 01	May 05
22-May-25	May 15	May 15	May 16	May 02 to May 15	May 16
5-Jun-25	May 30	May 30	June 02	May 16 to May 29	June 02
19-Jun-25	June 13	June 13	June 16	May 30 to June 12	June 16
3-Jul-25	June 26	June 26	June 27	June 13 to June 26	June 27
17-Jul-25	July 11	July 11	July 14	June 27 to July 10	July 14
31-Jul-25	July 25	July 25	July 28	July 11 to July 24	July 28
14-Aug-25	August 08	August 08	August 11	July 25 to August 07	August 11
28-Aug-25	August 22	August 22	August 25	August 08 to August 21	August 25
11-Sep-25	September 05	September 05	September 08	August 22 to September 04	September 08
25-Sep-25	September 19	September 19	September 22	September 05 to September 18	September 22
9-Oct-25	October 03	October 03	October 06	September 19 to October 02	October 06
23-Oct-25	October 17	October 17	October 20	October 03 to October 16	October 20
6-Nov-25	October 31	October 31	November 03	October 17 to October 30	November 03
20-Nov-25	November 14	November 14	November 17	October 31 to November 13	November 17

4-Dec-25	November 28	November 28	December 01	November 14 to November 27	December 01
18-Dec-25	December 12	December 12	December 15	November 28 to December 11	December 15
31-Dec-25	December 18	December 18	December 19	December 12 to December 25	December 19

** 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.

For further information, please contact gryphonsatworkhrmshelp@uoguelph.ca [1]

File attachments: 2025 Payroll Schedule Deadlines - Amended Oct, 2025.pdf [2]

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

Links
[1] mailto: gryphonsatworkhrmshelp@uoguelph.ca [2] https://www.uoguelph.ca/hr/system/files/2025%20Payroll%20Schedule%20Deadlines%20-%20Amended%20Oct%2C%202025.pdf