

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 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
15-Jan-26	January 09	January 09	January 12	December 26 to January 08	January 12
29-Jan-26	January 23	January 23	January 26	January 09 to January 22	January 26
12-Feb-26	February 06	February 06	February 09	January 23 to February 05	February 09
26-Feb-26	February 20	February 20	February 23	February 06 to February 19	February 23
12-Mar-26	March 06	March 06	March 09	February 20 to March 05	March 09
26-Mar-26	March 20	March 20	March 23	March 06 to March 19	March 23
9-Apr-26	April 02	April 02	April 06	March 20 to April 02	April 06
23-Apr-26	April 17	April 17	April 20	April 03 to April 16	April 20
7-May-26	May 01	May 01	May 04	April 17 to April 30	May 04
21-May-26	May 14	May 14	May 15	May 01 to May 14	May 15
4-Jun-26	May 29	May 29	June 01	May 15 to May 28	June 01
18-Jun-26	June 12	June 12	June 15	May 29 to June 11	June 15
2-Jul-26	June 25	June 25	June 26	June 12 to June 25	June 26
16-Jul-26	July 10	July 10	July 13	June 16 to July 09	July 13
30-Jul-26	July 24	July 24	July 27	July 10 to July 23	July 27
13-Aug-26	August 07	August 07	August 10	July 24 to August 06	August 10
27-Aug-26	August 21	August 21	August 24	August 07 to August 20	August 24
10-Sept-26	September 03	September 03	September 04	August 21 to September 03	September 04
24-Sept-26	September 18	September 18	September 21	September 04 to September 17	September 21
8-Oct-26	October 02	October 02	October 05	September 18 to October 01	October 05
22-Oct-26	October 16	October 16	October 19	October 02 to October 15	October 19
5-Nov-26	October 30	October 30	November 02	October 16 to October 29	November 02
19-Nov-26	November 13	November 13	November 16	October 30 to November 12	November 16
3-Dec-26	November 27	November 27	November 30	November 13 to November 26	November 30

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** 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:  [2026 Payroll Schedule Deadlines.pdf](#) [2]

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

Links

[1] [mailto: gryphonsatworkhrmshelp@uoguelph.ca](mailto:gryphonsatworkhrmshelp@uoguelph.ca) [2]

<https://www.uoguelph.ca/hr/system/files/2026%20Payroll%20Schedule%20Deadlines.pdf>