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.

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>HR must be in receipt of all Dataforms &amp; E-mail affecting appointments by Noon</th>
<th>Department Appointment Entry Access to HRER by 10:00 pm</th>
<th>Period for Time Reporting</th>
<th>All Time Entry 10:00 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Dec-23</td>
<td>December 14</td>
<td>December 14</td>
<td>December 01 to December 14</td>
<td>December 15</td>
</tr>
<tr>
<td>4-Jan-24</td>
<td>December 20</td>
<td>December 20</td>
<td>December 15 to December 28</td>
<td>December 21</td>
</tr>
<tr>
<td>18-Jan-24</td>
<td>January 11</td>
<td>January 11</td>
<td>December 29 to January 11</td>
<td>January 12</td>
</tr>
<tr>
<td>1-Feb-24</td>
<td>January 25</td>
<td>January 25</td>
<td>January 12 to January 25</td>
<td>January 26</td>
</tr>
<tr>
<td>15-Feb-24</td>
<td>February 08</td>
<td>February 08</td>
<td>January 26 to February 08</td>
<td>February 09</td>
</tr>
<tr>
<td>29-Feb-24</td>
<td>February 22</td>
<td>February 22</td>
<td>February 09 to February 22</td>
<td>February 23</td>
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<tr>
<td>14-Mar-24</td>
<td>March 07</td>
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<td>February 23 to March 07</td>
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<td>28-Mar-24</td>
<td>March 21</td>
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<td>March 08 to March 21</td>
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<td>23-May-24</td>
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<td>May 03 to May 16</td>
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<td>June 27</td>
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<tr>
<td>1-Aug-24</td>
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<td>August 23 to September 05</td>
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<td>7-Nov-24</td>
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<td>November 28</td>
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</tbody>
</table>
** 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.

[2024 Payroll Schedule Deadlines](https://www.uoguelph.ca/hr/system/files/2024%20Payroll%20Schedule%20Deadlines%202023.11.23_0.pdf)

For further information, please contact your [HR Service Associate](https://www.uoguelph.ca/hr/hr-services-about-human-resources/human-resources-contacts).