Payroll Schedule Deadlines

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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 #	Pay Date	HR must be in receipt of all tickets affecting 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
23	19-Nov-26	November 13	November 13	November 16	October 30 to November 12	November 16
24	3-Dec-26	November 27	November 27	November 30	November 13 to November 26	November 30
25	17-Dec-26	December 11	December 11	December 14	November 27 to December 10	December 14
26	31-Dec-26	December 18	December 18	December 21	December 11 to December 24	December 21
1	14-Jan-27	January 08	January 08	January 11	December 25 to January 07	January 11
2	28-Jan-27	January 22	January 22	January 25	January 08 to January 21	January 25
3	11-Feb-27	February 05	February 05	February 08	January 22 to February 04	February 08
4	25-Feb-27	February 19	February 19	February 22	February 05 to February 18	February 22
5	11-Mar-27	March 05	March 05	March 08	February 19 to March 04	March 08
6	25-Mar-27	March 19	March 19	March 22	March 05 to March 18	March 22
7	8-Apr-27	April 02	April 02	April 05	March 19 to April 01	April 05
8	22-Apr-27	April 16	April 16	April 19	April 02 to April 15	April 19
9	6-May-27	April 30	April 30	May 03	April 16 to April 29	May 03
10	20-May-27	May 14	May 14	May 17	April 30 to May 13	May 17
11	3-Jun-27	May 28	May 28	May 31	May 14 to May 27	May 31
12	17-Jun-27	June 11	June 11	June 14	May 28 to June 10	June 14
13	30-Jun-27	June 24	June 24	June 25	June 11 to June 24	June 25
14	15-Jul-27	July 09	July 09	July 12	June 25 to July 08	July 12
15	29-Jul-27	July 23	July 23	July 26	July 09 to July 22	July 26

16	12-Aug-27	August 06	August 06	August 09	July 23 to August 05	August 09
17	26-Aug-27	August 20	August 20	August 23	August 06 to August 19	August 23
18	9-Sept-27	September 02	September 02	September 03	August 20 to September 02	September 03
19	23-Sept-27	September 17	September 17	September 20	September 03 to September 16	September 20
20	7-Oct-27	October 01	October 02	October 04	September 17 to September 30	October 04
21	21-Oct-27	October 15	October 15	October 18	October 01 to October 14	October 18
22	4-Nov-27	October 29	October 29	November 01	October 15 to October 28	November 01
23	18-Nov-27	November 12	November 12	November 15	October 29 to November 11	November 15
24	2-Dec-27	November 26	November 26	Novmber 29	November 12 to November 25	November 29

** 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.

Off-cycle Schedules

During Pay Week

1. No off-cycles are processed until deposit day Friday (day after pay day)

- Submission deadline: Thursday at 10:00am

During Non-Pay Week

1. Deposit day Monday ? Submission deadline: Friday at 10:00am

2. Deposit day Tuesday ? Submission deadline: Monday at 10:00am

3. Deposit day Friday ? Submission deadline: Thursday at 10:00am

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

File attachments: 2027 Payroll Schedule Deadlines.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/2027%20Payroll%20Schedule%20Deadlines.pdf