# 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 10:00 pm</th>
<th>Period for Time Reporting</th>
<th>All Time Entry 10:00 am</th>
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</thead>
<tbody>
<tr>
<td>December 23 2021</td>
<td>December 16</td>
<td>December 16</td>
<td>December 3 to December 16</td>
<td>December 17</td>
</tr>
<tr>
<td>January 6 2022**</td>
<td>December 21</td>
<td>December 21</td>
<td>December 17 to December 30</td>
<td>December 22</td>
</tr>
<tr>
<td>January 20 2022</td>
<td>January 13</td>
<td>January 13</td>
<td>December 31 to January 13</td>
<td>January 14</td>
</tr>
<tr>
<td>February 3 2022</td>
<td>January 27</td>
<td>January 27</td>
<td>January 14 to January 27</td>
<td>January 28</td>
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<td>February 17 2022</td>
<td>February 10</td>
<td>February 10</td>
<td>January 28 to February 10</td>
<td>February 11</td>
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<tr>
<td>March 3 2022</td>
<td>February 24</td>
<td>February 24</td>
<td>February 11 to February 24</td>
<td>February 25</td>
</tr>
<tr>
<td>March 17 2022</td>
<td>March 10</td>
<td>March 10</td>
<td>February 25 to March 10</td>
<td>March 11</td>
</tr>
<tr>
<td>March 31 2022</td>
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<td>March 25</td>
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<td>April 14 2022</td>
<td>April 7</td>
<td>April 7</td>
<td>March 25 to April 07</td>
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<td>April 28 2022</td>
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<td>April 22 to May 5</td>
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<td>June 9 2022</td>
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<td>June 3 to June 16</td>
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<td>June 30</td>
<td>June 30</td>
<td>June 17 to June 30</td>
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### Payroll Schedule Deadlines

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

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<thead>
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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.

[2022 Payroll Schedule Deadlines](https://www.uoguelph.ca/hr/system/files/2022%20schedule%20-%20payroll%20deadlines_0.pdf)

[2021 Payroll Schedule Deadlines](https://www.uoguelph.ca/hr/system/files/2021%20schedule.pdf)

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

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

Links

[1] https://www.uoguelph.ca/hr/system/files/2022%20schedule%20-%20payroll%20deadlines_0.pdf
[2] https://www.uoguelph.ca/hr/system/files/2021%20schedule.pdf
[3] https://www.uoguelph.ca/hr/hr-services-about-human-resources/human-resources-contacts