

## 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.

<b>Pay Date</b>	<b>HR must be in receipt of all tickets affecting appointments by Noon</b>	<b>Department Appointment Entry to Gryphons at Work by 10:00pm</b>	<b>HR will approve workflows by Noon</b>	<b>Period for Time Reporting</b>	<b>All Time Entry 10:00 am</b>
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 30

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November 26

\*\* 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 [gryphonsatworkhrshelp@uoguelph.ca](mailto:gryphonsatworkhrshelp@uoguelph.ca) [1]

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

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

#### **Links**

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

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