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**
20	8-Oct-26	October 02	October 02	October 05	September 18 to October 01	October 05
21	22-Oct-26	October 16	October 16	October 19	October 02 to October 15	October 19
22	5-Nov-26	October 30	October 30	November 02	October 16 to October 29	November 02
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

** 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: 2026 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/2026%20Payroll%20Schedule%20Deadlines_1.pdf