

Cut-Offs for Employee Data Forms and Timesheets for Pays of Dec 23, 2021 - Dec 8, 2022

Pay Date	HR must be in receipt of all Dataforms & E-mail affecting appointments by Noon	Department Appointment Entry Access to HRER 10:00 pm	Period for Time Reporting	All Time Entry 10 am	
23-Dec-21		December 16	December 16	December 3 - December 16	December 17
6-Jan-22	**	December 21	December 21	December 17 - December 30	December 22
20-Jan-22		January 13	January 13	December 31 - January 13	January 14
3-Feb-22		January 27	January 27	January 14 - January 27	January 28
17-Feb-22		February 10	February 10	January 28 - February 10	February 11
3-Mar-22		February 24	February 24	February 11 - February 24	February 25
17-Mar-22		March 10	March 10	February 25 - March 10	March 11
31-Mar-22		March 24	March 24	March 11 - March 24	March 25
14-Apr-22		April 7	April 7	March 25 - April 7	April 8
28-Apr-22		April 21	April 21	April 8 - April 21	April 22
12-May-22		May 5	May 5	April 22 - May 5	May 6
26-May-22		May 19	May 19	May 6 - May 19	May 20
9-Jun-22		June 2	June 2	May 20 - June 2	June 3
23-Jun-22		June 16	June 16	June 3 - June 16	June 17
7-Jul-22	**	June 30	June 30	June 17 - June 30	July 4
21-Jul-22		July 14	July 14	July 1 - July 14	July 15
4-Aug-22		July 28	July 28	July 15 - July 28	July 29
18-Aug-22		August 11	August 11	July 29 - August 11	August 12
1-Sep-22		August 25	August 25	August 12 - August 25	August 26
15-Sep-22		September 8	September 8	August 26 - September 8	September 9
29-Sep-22		September 22	September 22	September 9 - September 22	September 23
13-Oct-22		October 6	October 6	September 23 - October 6	October 7
27-Oct-22		October 20	October 20	October 7 - October 20	October 21
10-Nov-22		November 3	November 3	October 21 - November 3	November 4
24-Nov-22		November 17	November 17	November 4 - November 17	November 18
8-Dec-22		December 1	December 1	November 18 - December 1	December 2

**** Denotes change to regular schedule**

Cut-off times and deadlines are firm.

Departments are responsible for ensuring the timely submission of their data forms and time entry.