

Cut-Offs for Employee Data Forms and Timesheets for Pays of Dec 22, 2022 - Dec 7, 2023

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
22-Dec-22		December 15	December 15	December 2 - December 15	December 16
5-Jan-23	**	December 20	December 20	December 16 - December 29	December 21
19-Jan-23		January 12	January 12	December 30 - January 12	January 13
2-Feb-23		January 26	January 26	January 13 - January 26	January 27
16-Feb-23		February 9	February 9	January 27 - February 9	February 10
2-Mar-23		February 23	February 23	February 10 - February 23	February 24
16-Mar-23		March 9	March 9	February 24 - March 9	March 10
30-Mar-23		March 23	March 23	March 10 - March 23	March 24
13-Apr-23	**	April 6	April 6	March 24 - April 6	April 10
27-Apr-23		April 20	April 20	April 7 - April 20	April 21
11-May-23		May 4	May 4	April 21 - May 4	May 5
25-May-23		May 18	May 18	May 5 - May 18	May 19
8-Jun-23		June 1	June 1	May 19 - June 1	June 2
22-Jun-23		June 15	June 15	June 2 - June 15	June 16
6-Jul-23		June 29	June 29	June 16 - June 29	June 30
20-Jul-23		July 13	July 13	June 30 - July 13	July 14
3-Aug-23		July 27	July 27	July 14 - July 27	July 28
17-Aug-23		August 10	August 10	July 28 - August 10	August 11
31-Aug-23		August 24	August 24	August 11 - August 24	August 25
14-Sep-23		September 7	September 7	August 25 - September 7	September 8
28-Sep-23		September 21	September 21	September 8 - September 21	September 22
12-Oct-23		October 5	October 5	September 22 - October 5	October 6
26-Oct-23		October 19	October 19	October 6 - October 19	October 20
9-Nov-23		November 2	November 2	October 20 - November 2	November 3
23-Nov-23		November 16	November 16	November 3 - November 16	November 17
7-Dec-23		November 30	November 30	November 17 - November 30	December 1

**** 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.