

## 2019 PAYROLL SCHEDULE TEMPORARY AND HOURLY EMPLOYEES

Pay #	Pay Period Dates	Deadline date Timesheets to Payroll by 10:00am	Pay Date
1	January 1 - January 7	Tuesday, January 8	Tuesday, January 15
2	January 8 - January 23	Thursday, January 24	Thursday, January 31
3	January 24 - February 7	Friday, February 8	Friday, February 15
4	February 8 - February 20	Thursday, February 21	Thursday, February 28
5	February 21 - March 7	Friday, March 8	Friday, March 15
6	March 8 - March 21 (Fiscal YE)	Friday, March 22	Friday, March 29
7	March 22 - April 7	Monday, April 8	Monday, April 15
8	April 8 - April 22	Tuesday, April 23	Tuesday, April 30
9	April 23 - May 7	Wednesday, May 8	Wednesday, May 15
10	May 8 - May 23	Friday, May 24	Friday, May 31
11	May 24 - June 6	Friday, June 7	Friday, June 14
12	June 7 - June 20	Friday, June 21	Friday, June 28
13	June 21 - July 7	Monday, July 8	Monday, July 15
14	July 8 - July 23	Wednesday, July 24	Wednesday, July 31
15	July 24 - August 7	Thursday, August 8	Thursday, August 15
16	August 8 - August 22	Friday, August 23	Friday, August 30
17	August 23 - September 7*	Friday, September 6*	Friday, September 13
18	September 8 - September 22	Monday, September 23	Monday, September 30
19	September 23 - October 7*	Monday, October 7*	Tuesday, October 15
20	October 8 - October 23	Thursday, October 24	Thursday, October 31
21	October 24 - November 7*	Thursday, November 7*	Friday, November 15
22	November 8 - November 21	Friday, November 22	Friday, November 29
23	November 22 - December 6*	Friday, December 6*	Friday, December 13
24	December 7 - December 31*	Friday, December 13*	Friday, December 20
<b>*FORECAST SCHEDULED HOURS TO BE WORKED UP TO &amp; INCLUDING THE END OF THE PAY PERIOD*</b>			

Pay date includes all regularly scheduled worked hours within the corresponding pay period.  
Timesheets must be submitted to payroll by **10:00 am** on the due date.

**LATE TIMESHEETS WILL BE PROCESSED IN THE NEXT PAY PERIOD.  
THERE CAN BE NO EXCEPTIONS.**

***Timesheets must have GL account information and supervisor's approval before submission to payroll***

Salaries are paid by direct deposit and pay advices are sent by email.

Temporary and Hourly Employees include: Admin/CUPE Support Temporary and Hourly; Non Regular Faculty and Continuing Studies Instructors; Teaching & Research Assistants/Interns; Student Monitors and Models.

If you have any payroll questions, please contact: Nikki Zhang @ (604) 629-4507 or email to [nikkizhang@ecuad.ca](mailto:nikkizhang@ecuad.ca)