Biweekly Dates and Deadlines 2022

	January										
Su	Мо	Tu	We	Th	Fr	Sa					
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2	3	4	5	6	7	8					
9	10	11	12	13	14	15					
16	17	18	19	20	21	22					
23	24	25	26	27	28	29					
30	31										

	February									
	Su	Мо	Tu	We	Th	Fr	Sa			
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4	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
	27	28								

	March									
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6	13	14	15	16	17	18	19			
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	27	28	29	30	31					

	April									
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	May											
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		June											
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	July										
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	31										

	August										
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September											
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	30	31									

	November									
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	27	28	29	30						

		D	ecembe	er		
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Stat Holiday
College Closure

Biweekly Employee Time/Absence Cutoff - 5pm Biweekly Time/Absence Approval Cutoff - 5pm Pay Day (bi-weekly)

* Notes:

Staffing Transaction Due Date: Staffing transactions (Hire, Add, Edit, Change, End Job) can be submitted 1 month prior to the Effective Date, but not later than the first day of the pay period in which the transactions takes effect to ensure completion in time for pay day. Due date refers to receipt in the People & Culture HR Partner's Inbox. All transactions entered after the first day of the pay period are completed on a best effort basis and may be deferred to the next pay day.

Resignations and Retirements Due Date: Submit as early as possible and in accordance the respective employment contract. Submission beyond the due date may result in late payment and/or late receipt of pension benefits (retirements from pension plan only) depending on the volume of transactions. Due date refers to receipt in the People & Culture HR Partner's Inbox. All transactions entered after the first day of the pay period are completed on a best effort basis and may be deferred to the next pay day.

Add, Edit and Change Job transactions need to align with the first day of a pay period whenever possible.

Work Schedule changes: Must start on the first day of a pay period and end on the last day of a pay period.

Timesheet/Absence entries submitted after the approval cutoff: Enter the time or absence on the day the hours were worked and National Day for Truth and Reconciliation - Date subject to change per Provincial Government