

2020 PAYROLL SCHEDULE PERMANENT EMPLOYEES

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

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.

If you have any payroll questions about your salaried payroll, please contact: Mei Foo (604) 629-4505
or email to mfoo@ecuad.ca