

# Payroll Deadline Calendar

APRIL  
2021

Monday	Tuesday	Wednesday	Thursday	Friday			
29	30	31	1	<b>Good Friday</b> <b>Submit Time Cards</b>			
5	<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on April 23<sup>rd</sup></li> </ul>	6	7	<b>Payslip Visible</b> <b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for April 23<sup>rd</sup> pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for April 23<sup>rd</sup> pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for April 23<sup>rd</sup> pay</li> </ul>			
<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Semester Start-Up Deadline</b> for Managers to submit the completed NFT contracts to HR for all employees starting on May 10<sup>th</sup></li> </ul>	12	<b>Approve Time Cards</b> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for April 23<sup>rd</sup> pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for April 23<sup>rd</sup> pay</li> </ul>	13	14	15	16	<b>Submit Time Cards</b>
19	<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on May 7<sup>th</sup></li> </ul>	20	21	22	23	<b>Payslip Visible</b> <b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for May 7<sup>th</sup> pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for May 7<sup>th</sup> pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for May 7<sup>th</sup> pay</li> </ul>	
26	<b>Approve Time Cards</b> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for May 7<sup>th</sup> pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for May 7<sup>th</sup> pay</li> </ul>	27	28	29	30	<b>Submit Time Cards</b>	



Monday	Tuesday	Wednesday	Thursday	Friday
31	<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on June 18<sup>th</sup></li> </ul>	1	2	<b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for June 18th pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for June 18th pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for June 18th pay</li> </ul>
7	<b>Approve Time Cards</b> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for June 18th pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for June 18th pay</li> </ul>	8	9	10
14	<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on July 2<sup>nd</sup></li> </ul>	15	16	<b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for July 2nd pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for July 2nd pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for July 2nd pay</li> </ul>
21	<b>Approve Time Cards</b> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for July 2nd pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for July 2nd pay</li> </ul>	22	23	24
28	<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on July 16<sup>th</sup></li> </ul>	29	30	<b>Canada Day</b> 
				1
				2

# Payroll Deadline Calendar

JULY  
2021

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	<b>Canada Day</b> <b>Payslip Visible</b>	<b>1</b> <b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for July 16th pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for July 16th pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for July 16th pay</li> </ul>
5	<b>Approve Time Cards</b> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for July 16th pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for July 16th pay</li> </ul>	6	7	<b>8</b> <b>Submit Time Cards</b>
12	<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on July 30<sup>th</sup></li> </ul>	13	14	<b>15</b> <b>Payslip Visible</b> <b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for July 30th pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for July 30th pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for July 30th pay</li> </ul>
19	<b>Approve Time Cards</b> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for July 30th pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for July 30th pay</li> </ul>	20	21	<b>22</b> <b>Submit Time Cards</b>
26	<b>NFT Contracts Deadline</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on August 13<sup>th</sup></li> </ul>	27	28	<b>29</b> <b>Payslip Visible</b> <b>Pay Date</b> <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for Aug. 13th pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for Aug. 13th pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Aug 13th pay</li> </ul>
				<b>30</b>