

# Payroll Deadline Calendar

AUGUST  
2021

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Civic Holiday</b> 2	<b>Approve Time Cards</b> 3 <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for Aug. 13th pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for Aug. 13th pay</li> </ul>	4	5	<b>Submit Time Cards</b> 6
<b>NFT Contracts Deadline</b> 9 <ul style="list-style-type: none"> <li>• Semester Start-Up <b>Deadline</b> for Managers to submit the completed NFT contracts to HR for all employees starting the week of September 6<sup>th</sup></li> </ul>	<b>NFT Contracts Deadline</b> 10 <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on August 27<sup>th</sup></li> </ul>	11	<b>Payslip Visible</b> 12	<b>Pay Date</b> 13 <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for Aug. 27th pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for Aug. 27th pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Aug. 27th pay</li> </ul>
16	<b>Approve Time Cards</b> 17 <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for Aug. 27th pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for Aug. 27th pay</li> </ul>	18	19	<b>Submit Time Cards</b> 20
23	<b>NFT Contracts Deadline</b> 24 <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on September 10<sup>th</sup></li> </ul>	25	<b>Payslip Visible</b> 26	<b>Pay Date</b> 27 <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for Sept. 10th pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for Sept. 10th pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Sept. 10th pay</li> </ul>
30	<b>Approve Time Cards</b> 31 <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for Sept. 10th pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for Sept. 10th pay</li> </ul>	1	2	3

# Payroll Deadline Calendar

SEPTEMBER  
2021

Monday	Tuesday	Wednesday	Thursday	Friday
	30	31	1	2 Submit Time Cards
Labour Day	6	7 NFT Contracts Deadline <ul style="list-style-type: none"><li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on September 24<sup>th</sup></li></ul>	8	9 Payslip Visible
	13	14 Approve Time Cards <ul style="list-style-type: none"><li>• 5PM <b>Deadline</b> for Time Card Approval for Sept. 24th pay</li><li>• <b>Deadline</b> for FT absence/leave entries for Sept. 24th pay</li></ul>	15	16 Submit Time Cards
	20	21 NFT Contracts Deadline <ul style="list-style-type: none"><li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on October 8<sup>th</sup></li></ul>	22	23 Payslip Visible
	27	28 Approve Time Cards <ul style="list-style-type: none"><li>• 5PM <b>Deadline</b> for Time Card Approval for Oct. 8th pay</li><li>• <b>Deadline</b> for FT absence/leave entries for Oct. 8th pay</li></ul>	29	30 Pay Date Submit Time Cards <ul style="list-style-type: none"><li>• <b>Deadline</b> for Employees to submit their Time Card for Oct. 8th pay</li><li>• <b>Deadline</b> for PT absence/leaves entries for Oct. 8th pay</li><li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 8th pay</li></ul>
				1

# Payroll Deadline Calendar

OCTOBER  
2021

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	<b>Submit Time Cards</b> 1
4	<b>NFT Contracts Deadline</b> 5 <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on October 22<sup>nd</sup></li> </ul>	6	<b>Payslip Visible</b> 7	<b>Pay Date</b> 8 <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for Oct. 22<sup>nd</sup> pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for Oct. 22<sup>nd</sup> pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Oct. 22<sup>nd</sup> pay</li> </ul>
<b>Thanksgiving</b> 11	<b>Approve Time Cards</b> 12 <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for Oct. 22<sup>nd</sup> pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for Oct. 22<sup>nd</sup> pay</li> </ul>	13	14	<b>Submit Time Cards</b> 15
18	<b>NFT Contracts Deadline</b> 19 <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on November 5<sup>th</sup></li> </ul>	20	<b>Payslip Visible</b> 21	<b>Pay Date</b> 22 <b>Submit Time Cards</b> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for Nov. 5<sup>th</sup> pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for Nov. 5<sup>th</sup> pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 5<sup>th</sup> pay</li> </ul>
25	<b>Approve Time Cards</b> 26 <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for Nov. 5<sup>th</sup> pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for Nov. 5<sup>th</sup> pay</li> </ul>	27	28	<b>Submit Time Cards</b> 29

Monday	Tuesday	Wednesday	Thursday	Friday
	<p><b>1</b> <b>NFT Contracts Deadline</b> <b>2</b></p> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on November 19<sup>th</sup></li> </ul>		<p><b>3</b> <b>Payslip Visible</b> <b>4</b></p>	<p><b>5</b> <b>Pay Date</b> <b>5</b></p> <p><b>Submit Time Cards</b></p> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for Nov. 19th pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for Nov. 19th pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Nov. 19th pay</li> </ul>
	<p><b>8</b> <b>Approve Time Cards</b> <b>9</b></p> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for Nov. 19th pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for Nov. 19th pay</li> </ul>		<p><b>10</b> <b>Remembrance Day</b> <b>11</b></p>	<p><b>12</b> <b>Submit Time Cards</b> <b>12</b></p>
	<p><b>15</b> <b>NFT Contracts Deadline</b> <b>16</b></p> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on December 3<sup>rd</sup></li> </ul>		<p><b>17</b> <b>Payslip Visible</b> <b>18</b></p>	<p><b>19</b> <b>Pay Date</b> <b>19</b></p> <p><b>Submit Time Cards</b></p> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to submit their Time Card for Dec. 3rd pay</li> <li>• <b>Deadline</b> for PT absence/leaves entries for Dec. 3rd pay</li> <li>• <b>Deadline</b> for sending Payroll, Payment Authorization Form (PAF) to be paid for Dec. 3rd pay</li> </ul>
	<p><b>22</b> <b>Approve Time Cards</b> <b>23</b></p> <ul style="list-style-type: none"> <li>• 5PM <b>Deadline</b> for Time Card Approval for Dec. 3rd pay</li> <li>• <b>Deadline</b> for FT absence/leave entries for Dec. 3rd pay</li> </ul>			<p><b>25</b> <b>Submit Time Cards</b> <b>26</b></p>
	<p><b>29</b> <b>NFT Contracts Deadline</b> <b>30</b></p> <ul style="list-style-type: none"> <li>• <b>Deadline</b> for Employees to accept/eSign contracts to be paid on December 17<sup>th</sup></li> </ul>			