

## 2024 PAYROLL SCHEDULE PERMANENT EMPLOYEES

Pay #	Pay Period Dates	Deadline date Timesheets to Payroll by 4:00pm	Pay Date
1	January 1 - January 15	Friday, January 19	Monday, January 15
2	January 16 - January 31	Monday, February 5	Wednesday, January 31
3	February 1 - February 15	Friday, February 16	Thursday, February 15
4	February 16 - February 29	Tuesday, March 5	Thursday, February 29
5	March 1 - March 15 (Fiscal YE)	Monday, March 18	Friday, March 15
6	March 16 - March 31	Wednesday, April 3	Thursday, March 28
7	April 1 - April 15	Thursday, April 18	Monday, April 15
8	April 16 - April 30	Friday, May 3	Tuesday, April 30
9	May 1 - May 15	Tuesday, May 21	Wednesday, May 15
10	May 16 - May 31	Tuesday, June 4	Friday, May 31
11	June 1 - June 15	Tuesday, June 18	Friday, June 14
12	June 16 - June 30	Wednesday, July 3	Friday, June 28
13	July 1 - July 15	Friday, July 19	Monday, July 15
14	July 16 - July 31	Friday, August 2	Wednesday, July 31
15	August 1 - August 15	Tuesday, August 20	Thursday, August 15
16	August 16 - August 31	Tuesday, September 3	Friday, August 30
17	September 1 - September 15	Tuesday, September 17	Friday, September 13
18	September 16 - September 30	Wednesday, October 2	Friday, September 27
19	October 1 - October 15	Monday, October 21	Tuesday, October 15
20	October 16 - October 31	Monday, November 4	Thursday, October 31
21	November 1 - November 15	Tuesday, November 19	Friday, November 15
22	November 16 - November 30	Tuesday, December 3	Friday, November 29
23	December 1 - December 15	Tuesday, December 10	Friday, December 13
24	December 16 - December 31	Tuesday, December 10	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 **4:00 pm** 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 earnings statements are available for viewing on myEC.

If you have any payroll questions, please contact: Mei Foo (604) 629-4505 or email to [paysalary@ecuad.ca](mailto:paysalary@ecuad.ca)