

## 2024 PAYROLL SCHEDULE TEMPORARY AND HOURLY EMPLOYEES

Pay #	Pay Period Dates	Deadline date Timesheets to Payroll by 4:00PM	Pay Date
1	December 28 - January 8	Wednesday, January 3	Monday, January 15
2	January 9 - January 23	Friday, January 19	Wednesday, January 31
3	January 24 - February 7	Monday, February 5	Thursday, February 15
4	February 8 - February 22	Friday, February 16	Thursday, February 29
5	February 23 - March 8	Tuesday, March 5	Friday, March 15
6	March 9 - March 24 (Fiscal YE)	Monday, March 18	Thursday, March 28
7	March 25 - April 8	Wednesday, April 3	Monday, April 15
8	April 9 - April 23	Thursday, April 18	Tuesday, April 30
9	April 24 - May 8	Friday, May 3	Wednesday, May 15
10	May 9 - May 23	Tuesday, May 21	Friday, May 31
11	May 24 - June 7	Tuesday, June 4	Friday, June 14
12	June 8 - June 22	Tuesday, June 18	Friday, June 28
13	June 23 - July 7	Wednesday, July 3	Monday, July 15
14	July 8 - July 23	Friday, July 19	Wednesday, July 31
15	July 24 - August 7	Friday, August 2	Thursday, August 15
16	August 8 - August 23	Tuesday, August 20	Friday, August 30
17	August 24 - September 7	Tuesday, September 3	Friday, September 13
18	September 8 - September 22	Tuesday, September 17	Friday, September 27
19	September 23 - October 7	Wednesday, October 2	Tuesday, October 15
20	October 8 - October 23	Monday, October 21	Thursday, October 31
21	October 24 - November 7	Monday, November 4	Friday, November 15
22	November 8 - November 23	Tuesday, November 19	Friday, November 29
23	November 24 - December 8	Tuesday, December 3	Friday, December 13
24	December 9 - December 27	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.

Temporary and Hourly Employees include: Admin/CUPE Support Temporary and Hourly; Non Regular Faculty and Continuing Studies Instructors; Teaching & Research Assistants/Interns; Student Monitors and Models.

If you have any payroll questions, please contact: Nicole Liu 604-844-3800 ext 2889 or email to [payhourly@ecuad.ca](mailto:payhourly@ecuad.ca)