

**2025 PAYROLL SCHEDULE
PERMANENT EMPLOYEES**

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