

**2025 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	Friday, January 3	Wednesday, January 15
2	January 9 - January 23	Tuesday, January 21	Friday, January 31
3	January 24 - February 7	Tuesday, February 4	Friday, February 14
4	February 8 - February 22	Tuesday, February 18	Friday, February 28
5	February 23 - March 9	Tuesday, March 4	Friday, March 14
6	March 10 - March 24 (Fiscal YE)	Wednesday, March 19	Monday, March 31
7	March 25 - April 8	Thursday, April 3	Tuesday, April 15
8	April 9 - April 23	Wednesday, April 16	Wednesday, April 30
9	April 24 - May 8	Monday, May 5	Thursday, May 15
10	May 9 - May 23	Tuesday, May 20	Friday, May 30
11	May 24 - June 7	Tuesday, June 3	Friday, June 13
12	June 8 - June 22	Wednesday, June 18	Monday, June 30
13	June 23 - July 7	Thursday, July 3	Tuesday, July 15
14	July 8 - July 23	Monday, July 21	Thursday, July 31
15	July 24 - August 7	Tuesday, August 5	Friday, August 15
16	August 8 - August 23	Tuesday, August 19	Friday, August 29
17	August 24 - September 7	Wednesday, September 3	Monday, September 15
18	September 8 - September 22	Wednesday, September 17	Monday, September 29
19	September 23 - October 7	Thursday, October 2	Wednesday, October 15
20	October 8 - October 23	Tuesday, October 21	Friday, October 31
21	October 24 - November 7	Monday, November 3	Friday, November 14
22	November 8 - November 23	Tuesday, November 18	Friday, November 28
23	November 24 - December 8	Wednesday, December 3	Monday, December 15
24	December 9 - December 27	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.

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 send email to payhourly@ecuad.ca