

**2022 PAYROLL SCHEDULE
PERMANENT EMPLOYEES**

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