

## 2023 PAYROLL SCHEDULE PERMANENT EMPLOYEES

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