

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	Tuesday, October 3	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
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