

**2023 PAYROLL SCHEDULE
TEMPORARY AND HOURLY EMPLOYEES**

Pay #	Pay Period Dates	Deadline date Timesheets to Payroll by 10:00am	Pay Date
1	December 28 - January 8	Tuesday, January 3	Friday, January 13
2	January 9 - January 23	Thursday, January 19	Tuesday, January 31
3	January 24 - February 7	Friday, February 3	Wednesday, February 15
4	February 8 - February 22	Wednesday, February 15	Tuesday, February 28
5	February 23 - March 9	Friday, March 3	Wednesday, March 15
6	March 10 - March 24 (Fiscal YE)	Tuesday, March 21	Friday, March 31
7	March 25 - April 8	Friday, March 31	Friday, April 14
8	April 9 - April 23	Tuesday, April 18	Friday, April 28
9	April 24 - May 8	Wednesday, May 3	Monday, May 15
10	May 9 - May 23	Thursday, May 18	Wednesday, May 31
11	May 24 - June 7	Monday, June 5	Thursday, June 15
12	June 8 - June 22	Tuesday, June 20	Friday, June 30
13	June 23 - July 7	Tuesday, July 4	Friday, July 14
14	July 8 - July 23	Wednesday, July 19	Monday, July 31
15	July 24 - August 7	Wednesday, August 2	Tuesday, August 15
16	August 8 - August 23	Monday, August 21	Thursday, August 31
17	August 24 - September 7	Tuesday, September 5	Friday, September 15
18	September 8 - September 22	Tuesday, September 19	Friday, September 29
19	September 23 - October 7	Monday, October 2	Friday, October 13
20	October 8 - October 23	Thursday, October 19	Tuesday, October 31
21	October 24 - November 7	Thursday, November 2	Wednesday, November 15
22	November 8 - November 23	Monday, November 20	Thursday, November 30
23	November 24 - December 8	Friday, December 1	Friday, December 15
24	December 9 - December 27	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.

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 contact: Nicole Liu 604-844-3800 ext 2889 or email to payhourly@ecuad.ca