

Pay Processing Time Entry and Approval Cut Off Schedule 2024

Pay Day	Time Entry/ Approval Cut-off	Pay Period Begin and End Dates
05-Jan-24	19-Dec-23	16-Dec-23 – 29-Dec-23
19-Jan-24	12-Jan-24	30-Dec-23 – 12-Jan-24
02-Feb-24	26-Jan-24	13-Jan-24 – 26-Jan-24
16-Feb-24	9-Feb-24	27-Jan-24 – 9-Feb-24
01-Mar-24	23-Feb-24	10-Feb-24 – 23-Feb-24
15-Mar-24	8-Mar-24	24-Feb-24 – 8-Mar-24
28-Mar-24	22-Mar-24	9-Mar-24 – 22-Mar-24
12-Apr-24	3-Apr-24	23-Mar-24 – 5-Apr-24
26-Apr-24	19-Apr-24	6-Apr-24 – 19-Apr-24
10-May-24	3-May-24	20-Apr-24 – 3-May-24
24-May-24	16-May-24	4-May-24 – 17-May-24
07-Jun-24	31-May-24	18-May-24 – 31-May-24
20-Jun-23	14-Jun-23	1-Jun-24 – 14-Jun-24
05-Jul-24	27-Jun-24	15-Jun-24 – 28-Jun-24
19-Jul-24	12-Jul-24	29-Jun-24 – 12-Jul-24
02-Aug-24	26-Jul-24	13-Jul-24 – 26-Jul-24
16-Aug-24	09-Aug-24	27-Jul-24 – 9-Aug-24
30-Aug-24	23-Aug-24	10-Aug-24 – 23-Aug-24
13-Sep-24	6-Sep-24	24-Aug-24 – 6-Sep-24
27-Sep-24	20-Sep-24	7-Sep-24 – 20-Sep-24
11-Oct-24	4-Oct-24	21-Sep-24 – 4-Oct-24
25-Oct-24	18-Oct-24	5-Oct-24 – 18-Oct-24
08-Nov-24	1-Nov-24	19-Oct-24 – 1-Nov-24
22-Nov-24	15-Nov-24	2-Nov-24 – 15-Nov-24
06-Dec-24	29-Nov-24	16-Nov-24 – 29-Nov-24
20-Dec-24	11-Dec-24	30-Nov-24 – 13-Dec-24
03-Jan-25	18-Dec-24	14-Dec-24 – 27-Dec-24
17-Jan-25	10-Jan-25	28-Dec-24 – 10-Jan-25

- Time Entry to be completed by Noon on Cut Off Days
- Time Approvals to be completed by 4:00 pm on Cut Off Days

•Indicates Early Time Entry/Approval cut-off date due to Statutory Holidays & Mandatory Leave

•Indicates Change to Cheque date due to Statutory Holiday Falling on Payday