

## Pay Processing Time Entry and Approval Cut Off Schedule 2025

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

•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