



UNIVERSITY OF  
CALGARY

# January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> <b>New Year's Day</b>	<b>2</b> Timesheet Lock 8:00 am Dec 16-31, 2023 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>3</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>4</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>5</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Pay Day Dec 16-31, 2023	<b>11</b> Hire/Change/Termination (TBH) for Jan 1-15 pay Off-Cycle Request Deadline at 4pm	<b>12</b> Off Cycle Run	<b>13</b>
<b>14</b>	<b>15</b> Scholarship Entry Lock for January	<b>16</b>	<b>17</b> Award Post Deadline for January HR PPS Retro Deadline by end of day	<b>18</b> Timesheet Lock 8:00 am Jan 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>19</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>20</b>
<b>21</b>	<b>22</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>23</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>24</b>	<b>25</b> Pay Day Jan 1-15, 2024 Hire/Change/Termination (TBH) for Jan 16-31 pay	<b>26</b> Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	<b>27</b>
<b>28</b>	<b>29</b> Missed Scholarship Lock for January Off Cycle Run	<b>30</b>	<b>31</b> Parking/Donations, Campus Rec and Award Post Deadline for January HR PPS Retro Deadline by end of day			

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process  
any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

#### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

\*Should you have any questions regarding these  
deadlines, please contact payrolluc@ucalgary.ca



UNIVERSITY OF  
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## February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> Timesheet Lock 8:00 am Jan 16-31, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>2</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>3</b>
<b>4</b>	<b>5</b> Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	<b>6</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>7</b>	<b>8</b> Hire/Change/Termination (TBH) for Feb 1-15 pay	<b>9</b> Pay Day Jan 16-31, 2024	<b>10</b>
<b>11</b>	<b>12</b> Scholarship Entry Lock for February Off-Cycle Request Dealine at 4pm	<b>13</b> Off Cycle Run	<b>14</b> Award Post Deadline for February HR PPS Retro Deadline by end of day	<b>15</b> Timesheet Lock 8:00 am Feb 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>16</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>17</b>
<b>18</b>	<b>19</b> Family Day	<b>20</b> Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	<b>21</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>22</b>	<b>23</b> Pay Day Feb 1-15, 2024 Hire/Change/Termination (TBH) for Feb 16-28 pay	<b>24</b>
<b>25</b>	<b>26</b> Off-Cycle Request Dealine at 4pm Load Riyals-Qatar	<b>27</b> Missed Scholarship Lock for February Off Cycle Run	<b>28</b>	<b>29</b> Parking/Donations, Campus Rec and Award Post Deadline for February HR PPS Retro Deadline by end of day		

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process  
any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

\*Should you have any questions regarding these  
deadlines, please contact payrolluc@ucalgary.ca



UNIVERSITY OF  
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March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31					1 Timesheet Lock 8:00 am Feb 16-28, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2
3	4 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	5 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	6 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	7	8 Pay Day Feb 16-28, 2024	9
10	11 Off-Cycle Request Deadline at 4pm Hire/Change/Termination (TBH) for Mar 1 - 15 pay	12 Off Cycle Run	13 Scholarship Entry Lock for March	14	15 Award Post Deadline for March HR PPS Retro Deadline by end of day	16
17	18 Timesheet Lock 8:00 am Mar 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH (Mar. 1-15/22) Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated, Dist Act. Scholarship Unlock 4pm	21 Timesheet Unlock 8 am Hire, Change and Termination Unlock Hire/Change/Termination (TBH) for Mar 16-31 pay GL Upload Missed Scholarship Lock for March	22	23
24	25 Pay Day Mar 1-15, 2024 Parking/Donations, Campus Rec and Award Post Deadline for March HR PPS Retro Deadline by end of day	26 Timesheet Lock 8:00 am Mar 16-31, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	27 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load Off Cycle Run	28 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals GL Upload	29 Good Friday	30

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process  
any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/

### Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

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deadlines, please contact payrolluc@ucalgary.ca



UNIVERSITY OF  
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April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Easter Monday</b>	2 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock	3	4	5	6
7	8	9	10 Pay Day Mar 16-31, 2024	11 Hire/Change/Termination (TBH) for Apr 1-15 pay Off-Cycle Request Deadline at 4pm	12 Off Cycle Run	13
14	15 Scholarship Entry Lock for April	16	17 Award Post Deadline for April HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Apr 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20
21	22 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	23 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	24 Hire/Change/Termination (TBH) for Apr 16-30 pay	25 Pay Day Apr 1-15, 2024	26 Missed Scholarship Lock for April Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	27
28	29 Off Cycle Run	30 Parking/Donations, Campus Rec and Award Post Deadline for April HR PPS Retro Deadline by end of day				

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

### Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm the day before.

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May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Timesheet Lock 8:00 am Apr 16-30, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>2</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>3</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	
<b>5</b>	<b>6</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>7</b>	<b>8</b>	<b>9</b> Hire/Change/Termination (TBH) for May 1-15 pay	<b>10</b> Pay Day Apr 16 - 30, 2024	<b>11</b>
<b>12</b>	<b>13</b> Scholarship Entry Lock for May Off-Cycle Request Deadline at 4pm	<b>14</b> Off Cycle Run	<b>15</b> Award Post Deadline for May HR PPS Retro Deadline by end of day	<b>16</b> Timesheet Lock 8:00 am May 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>17</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>18</b>
<b>19</b>	<b>20</b> Victoria Day	<b>21</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>22</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>23</b>	<b>24</b> Pay Day May 1-15, 2024	<b>25</b>
<b>26</b>	<b>27</b> Off-Cycle Request Deadline at 4pm Hire/Change/Termination (TBH) for May 16-31 pay Load Riyals-Qatar	<b>28</b> Off Cycle Run	<b>29</b> Missed Scholarship Lock for May	<b>30</b>	<b>31</b> Parking/Donations, Campus Rec and Award Post Deadline for May HR PPS Retro Deadline by end of day	

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process  
any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

#### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

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deadlines, please contact payrolluc@ucalgary.ca



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June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Timesheet Lock 8:00 am May 16-31, 2024 Manager/Budget Owner Timesheet Approval 4pm Scholarship Approval Time & Labour Load	4 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	5 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	6 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	7	8
9	10 Pay Day May 16-31, 2024	11 Off-Cycle Request Dealine at 4pm Hire/Change/Termination (TBH) for Jun 1-15 pay	12 Off Cycle Run	13 Scholarship Entry Lock for June	14	15
16	17 Award Post Deadline for June HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am June 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	22
23	24 Hire/Change/Termination (TBH) for Jun 16-30 pay	25 Pay Day June 1-15, 2024	26 Missed Scholarship Lock for June Off-Cycle Request Dealine at 4pm Load Riyals-Qatar	27 Off Cycle Run	28 Parking/Donations, Campus Rec and Award Post Deadline for June HR PPS Retro Deadline by end of day	29
30						

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process

any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.

**Hourly Employee - enter all hours worked**

Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

#### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/

#### Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

\*Should you have any questions regarding these  
deadlines, please contact payrolluc@ucalgary.ca



# July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Canada Day</b>	2 Timesheet Lock 8:00 am June 16-30, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	4 Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	5 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	6
7	8	9	10 Pay Day Jun 16-30, 2024	11 Off-Cycle Request Dealine at 4pm Hire/Change/Termination (TBH) for July 1-15 pay	12 Off Cycle Run	13
14	15 Scholarship Entry Lock for July	16	17 Award Post Deadline for July HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am July 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20
21	22 Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	23 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	24	25 Pay Day July 1-15, 2024 Hire/Change/Termination (TBH) for July 16-31 pay	26 Off-Cycle Request Dealine at 4pm Load Riyals-Qatar	27
28	29 Missed Scholarship Lock for July Off Cycle Run	30	31 Parking/Donations, Campus Rec and Award Post Deadline for July HR PPS Retro Deadline by end of day			

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process  
any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

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deadlines, please contact payrolluc@ucalgary.ca



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## August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> Timesheet Lock 8:00 am July 16-31, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>2</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	
<b>4</b>	<b>5</b> Heritage Day	<b>6</b> Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	<b>7</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>8</b>	<b>9</b> Pay Day July 16-31, 2024 Hire/Change/Termination (TBH) for Aug 1 -15 pay	<b>10</b>
<b>11</b>	<b>12</b> Off-Cycle Request Deadline at 4pm	<b>13</b> Scholarship Entry Lock for August Off Cycle Run	<b>14</b>	<b>15</b> Award Post Deadline for August HR PPS Retro Deadline by end of day	<b>16</b> Timesheet Lock 8:00 am Aug 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>17</b>
<b>18</b>	<b>19</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>20</b> Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	<b>21</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>22</b>	<b>23</b> Pay Day Aug 1-15, 2024	<b>24</b>
<b>25</b>	<b>26</b> Off-Cycle Request Deadline at 4pm Hire/Change/Termination (TBH) for Aug 16-31 pay Load Riyals-Qatar	<b>27</b> Off Cycle Run	<b>28</b> Missed Scholarship Lock for August	<b>29</b>	<b>30</b> Parking/Donations, Campus Rec and Award Post Deadline for August HR PPS Retro Deadline by end of day	<b>31</b>

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

### Hire/Termination/Change

#### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm the day before.

\*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca





**UNIVERSITY OF  
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## September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>Labour Day</b>	3 Timesheet Lock 8:00 am Aug 16-31, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	4 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	5 Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	6 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	7
8	9	10 Pay Day Aug 16-31, 2024	11 Off-Cycle Request Dealine at 4pm Hire/Change/Termination (TBH) for Sept 1-15 pay	12 Off Cycle Run	13 Scholarship Entry Lock for September	14
15	16	17 Award Post Deadline for September HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Sept 1 - 15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	21
22	23 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	24 Hire/Change/Termination (TBH) for Sept 16-30 pay	25 Pay Day Sept 1-15, 2024 Missed Scholarship Lock for September	26 Off-Cycle Request Dealine at 4pm Load Riyals-Qatar	27 Parking/Donations, Campus Rec and Award Post Deadline for September HR PPS Retro Deadline by end of day Off Cycle Run	28
29	30 <b>National Truth and Reconciliation Day</b>					

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process  
any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

#### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/

#### Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

\*Should you have any questions regarding these  
deadlines, please contact payrolluc@ucalgary.ca



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## October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Timesheet Lock 8:00 am Sept 16-30, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>2</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>3</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>4</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Pay Day Sept 16-30, 2024 Hire/Change/Termination (TBH) for Oct 1-15 pay	<b>11</b> Off-Cycle Request Dealine at 4pm	<b>12</b>
<b>13</b>	<b>14</b> <b>Thanksgiving Day</b>	<b>15</b> Scholarship Entry Lock for October Off Cycle Run	<b>16</b>	<b>17</b> Award Post Deadline for October HR PPS Retro Deadline by end of day	<b>18</b> Timesheet Lock 8:00 am Oct 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>19</b>
<b>20</b>	<b>21</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>22</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>23</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>24</b>	<b>25</b> Pay Day Oct 1-15, 2024 Hire/Change/Termination (TBH) for Oct 16-31 pay	<b>26</b>
<b>27</b>	<b>28</b> Off-Cycle Request Dealine at 4pm Load Riyals-Qatar	<b>29</b> Missed Scholarship Lock for October Off Cycle Run	<b>30</b>	<b>31</b> Parking/Donations, Campus Rec and Award Post Deadline for October HR PPS Retro Deadline by end of day		

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process  
any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

#### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/

#### Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

\*Should you have any questions regarding these  
deadlines, please contact payrolluc@ucalgary.ca



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# November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> Timesheet Lock 8:00 am Oct 16-31, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>2</b> 
<b>3</b> 	<b>4</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>5</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>6</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>7</b> 	<b>8</b> Pay Day Oct 16-31, 2024 Hire/Change/Termination (TBH) for Nov 1 -15 pay	<b>9</b> 
<b>10</b> 	<b>11</b> Remembrance Day	<b>12</b> Off-Cycle Request Deadline at 4pm	<b>13</b> Scholarship Entry Lock for November Off Cycle Run	<b>14</b> 	<b>15</b> Award Post Deadline for November HR PPS Retro Deadline by end of day	<b>16</b> 
<b>17</b> 	<b>18</b> Timesheet Lock 8:00 am Nov 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>19</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>20</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>21</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>22</b> 	<b>23</b> 
<b>24</b> 	<b>25</b> Pay Day Nov 1-15, 2024 Hire/Change/Termination (TBH) for Nov 16-30 pay	<b>26</b> Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	<b>27</b> Missed Scholarship Lock for November Off Cycle Run	<b>28</b> 	<b>29</b> Parking/Donations, Campus Rec and Award Post Deadline for November HR PPS Retro Deadline by end of day	<b>30</b> 

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process

any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.

Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/

### Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

\*Should you have any questions regarding these  
deadlines, please contact payrolluc@ucalgary.ca



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## Dec 2024 - Tentative

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Timesheet Lock 8:00 am Nov 16-30, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	4 Salaried Recoveries Entered and Approved Pay Confirm - Pay 23 Bank Transmission Accruals Updated Distribute Actuals	5 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	6	7
8	9	10 Pay Day Nov 16-30, 2024 Hire/Change/Termination (TBH) for Dec 1 -15 pay	11 Off-Cycle Request Dealine at 4pm	12 Scholarship Entry Lock for December Off Cycle Run	13 Load Riyals-Qatar	14
15	16 Award Post Deadline for December HR PPS Retro Deadline by end of day	17 Timesheet Lock 8:00 am Dec 1-15, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	18 Hire, Change and Termination Lockout Including Sessional and Grad TBH (Dec. 1-15/22) Retro Accounting Scholarship Load	19 Salaried Recoveries Entered and Approved Hire/Change/Termination (TBH) for Dec 16-31 pay Pay Confirm - Pay 24 Bank Transmission Accruals Updated	20 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock Load 2023 Tax updates in Prod-JN Load 2023 United Way Off-Cycle Request Dealine at 4pm	21
22	23 2022 Off cycles Distribute Actuals noon Create Paylines 2023 Tax Changes - TB GL Upload	24 Pay Day Dec 1-15, 2024 Parking/Donations, Campus Rec, Missed Scholarship Deadline / Lock for December HR PPS Retro Deadline by end of day	25 Christmas Day	26 Boxing Day	27 Floater Day	28
29	30 Floater Day	31 Floater Day				

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process

any Hire/Rehire, Job Changes or Terminations  
for employees in current pay. Including  
Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.

Hourly Employee - enter all hours worked

Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass  
approved and appear in your portal  
for acknowledgement.

### Hire/Termination/Change

#### Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms  
and Job Changes prior to 4:30, not just initiated  
as of this date. (TBH = Template Base Hire)  
excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding  
scholarships) need to be submitted by 4pm the day  
before.

\*Should you have any questions regarding these  
deadlines, please contact payrolluc@ucalgary.ca

\* Please note, the Missed Scholarship Deadline for December 24 is for payments entered in the scholarship payment panel and does not include either the Grad or Undergrad Award posts. Posts will be paid on January 24



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## January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> <b>New Year's Day</b>	<b>2</b> Timesheet Lock 8:00 am Dec 16-31, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>3</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>4</b>
<b>5</b>	<b>6</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>7</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>8</b>	<b>9</b>	<b>10</b> Pay Day Dec 16-31, 2024 Hire/Change/Termination (TBH) for Jan 1-15 pay	<b>11</b>
<b>12</b>	<b>13</b> Off-Cycle Request Deadline at 4pm	<b>14</b> Scholarship Entry Lock for January Off Cycle Run	<b>15</b>	<b>16</b> Award Post Deadline for January HR PPS Retro Deadline by end of day	<b>17</b> Timesheet Lock 8:00 am Jan 1-15, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	<b>18</b>
<b>19</b>	<b>20</b> Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	<b>21</b> Salaried Recoveries Entered and Approved <b>Pay Confirm</b> Bank Transmission Accruals Updated Distribute Actuals	<b>22</b> Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	<b>23</b>	<b>24</b> Pay Day Jan 1-15, 2025	<b>25</b>
<b>26</b>	<b>27</b> Hire/Change/Termination (TBH) for Jan 16-31 pay Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	<b>28</b> Off Cycle Run	<b>29</b> Missed Scholarship Lock for January	<b>30</b>	<b>31</b> Parking/Donations, Campus Rec and Award Post Deadline for January HR PPS Retro Deadline by end of day	

## Legend

### Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

### Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.  
Hourly Employee - enter all hours worked  
Salaried Employees - enter exception time only

### Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

### Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

### Scholarship/Award Post/Parking/Donations & Campus Rec Deadline/Lock

Entering must be complete by end of day.

### Scholarship Approval - 4:00 pm

### HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

### Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm the day before.

\*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca