

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Ť	1	2	3	4	5	6
	New Year's	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
	Day	Dec 16-31, 2023	Termination Lockout	Entered and Approved	Scholarship Unlock	
		Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and	
		Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock	
		by 4 pm	Retro Accounting	Accruals Updated	GL Upload	
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load	·			
7	8	9	10	11	12	13
			Pay Day	Hire/Change/Termination	Off Cycle Run	
			Dec 16-31, 2023	(TBH) for Jan 1-15 pay	,	
			,	Off-Cycle Request		
				Dealine at 4pm		
				Boaino at Ipini		
14	15	16	17	18	19	20
	Scholarship Entry		Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Lock for January		Deadline for January	Jan 1-15, 2024	Termination Lockout	
	2001 for Gariaary		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	
			by end of day	Timesheet Approval	Grad TBH	
			by ona or day	by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
				Time & Labour Load	Conditioning Educa	
21	22	23	24	25	26	27
	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	Off-Cycle Request	
	Entered and Approved	Scholarship Unlock		Jan 1-15, 2024	Dealine at 4pm	
	Pay Confirm	Hire, Change and		Hire/Change/Termination	Load Riyals-Qatar	
	Bank Transmission	Termination Unlock		(TBH) for Jan 16-31 pay	2000 Hijaio Quiai	
	Accruals Updated	GL Upload		(1511) for our 10 01 pay		
	Distribute Actuals	OL Opioad				
	Distribute Actuals					
28	29	30	31			
	Missed Scholarship		Parking/Donations,			
	Lock for January		Campus Rec and Award			
	Off Cycle Run		Post Deadline for			
	On Cycle Run		January			
			LJOHUGI V			
			,			
			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.



February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
,	ĺ	ĺ		1	2	3
				Timesheet Lock 8:00 am	Hire, Change and	
				Jan 16-31, 2024	Termination Lockout	
				Manager/Budget Owner	Including Sessional and	
				Timesheet Approval	Grad TBH	
				by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
				Time & Labour Load		
4	5	6	7	8	9	10
	Salaried Recoveries	Timesheet Unlock 8 am		Hire/Change/Termination	Pay Day	
	Entered and Approved	Scholarship Unlock		(TBH) for Feb 1-15 pay	Jan 16-31, 2024	
	Pay Confirm	Hire, Change and				
	Bank Transmission	Termination Unlock				
	Accruals Updated	GL Upload				
	Distribute Actuals					
11	12	13	14	15	16	17
	Scholarship Entry	Off Cycle Run	Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Lock for February		Deadline for February	Feb 1-15, 2024	Termination Lockout	
	Off-Cycle Request		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	
	Dealine at 4pm		by end of day	Timesheet Approval	Grad TBH	
				by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
10	140	00	04	Time & Labour Load	100	0.4
18	19	20	21	22	23	24
		Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
	Family Day	Entered and Approved	Scholarship Unlock		Feb 1-15, 2024	
	Family Day	Pay Confirm	Hire, Change and		Hire/Change/Termination	
		Bank Transmission	Termination Unlock		(TBH) for Feb 16-28 pay	
		Accruals Updated	GL Upload			
0.5	100	Distribute Actuals	00	00		
25	26	27	28			
	Off-Cycle Request	Missed Scholarship		Parking/Donations,		
	Dealine at 4pm	Lock for February		Campus Rec and Award		
	Load Riyals-Qatar	Off Cycle Run		Post Deadline for		
	I	1		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.



March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	j	j	,	j	1	2
					Timesheet Lock 8:00 am	
					Feb 16-28, 2024	
					Manager/Budget Owner	
					Timesheet Approval	
					by 4 pm	
					Scholarship Approval	
					Time & Labour Load	
3	4	5	6	7	8	9
	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
	Termination Lockout	Entered and Approved	Scholarship Unlock		Feb 16-28, 2024	
	Including Sessional and	Pay Confirm	Hire, Change and			
	Grad TBH	Bank Transmission	Termination Unlock			
	Retro Accounting	Accruals Updated	GL Upload			
	Scholarship Load	Distribute Actuals				
10	11	12	13	14	15	16
	Off-Cycle Request	Off Cycle Run	Scholarship Entry		Award Post	
	Dealine at 4pm		Lock for March		Deadline for March	
	Hire/Change/Termination				HR PPS Retro Deadline	
	(TBH) for Mar 1 - 15 pay				by end of day	
17	18	19	20	21	22	23
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Mar 1-15, 2024	Termination Lockout	Entered and Approved	Hire, Change and		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock		
	Timesheet Approval	Grad TBH (Mar. 1-15/22)	Bank Transmission	Hire/Change/Termination		
	by 4 pm	Retro Accounting	Accruals Updated, Dist Act.	(TBH) for Mar 16-31 pay		
	Scholarship Approval	Scholarship Load		GL Upload		
	Time & Labour Load		Scholarship Unlock 4pm	Missed Scholarship		
				Lock for March		
24	25	26	27	28	29	30
	Pay Day	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	0	
	Mar 1-15, 2024	Mar 16-31, 2024	Termination Lockout	Entered and Approved	Good Friday	
	Parking/Donations,	Manager/Budget Owner	Including Sessional and	Pay Confirm		
	Campus Rec and Award	Timesheet Approval	Grad TBH	Bank Transmission		
	Post Deadline for March	by 4 pm	Retro Accounting	Accruals Updated		
	HR PPS Retro Deadline	Scholarship Approval	Scholarship Load	Distribute Actuals		
	by end of day	Time & Labour Load		GL Upload		
		Off-Cycle Request	Off Cycle Run			
		Dealine at 4pm				
		Load Riyals-Qatar				

Legend

ire/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.



April 2024

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



May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
j	ĺ ,	,	1	2	3	4
			Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
			Apr 16-30, 2024	Termination Lockout	Entered and Approved	
			Manager/Budget Owner	Including Sessional and	Pay Confirm	
			Timesheet Approval	Grad TBH	Bank Transmission	
			by 4 pm	Retro Accounting	Accruals Updated	
			Scholarship Approval	Scholarship Load	Distribute Actuals	
			Time & Labour Load			
5	6	7	8	9	10	11
	Timesheet Unlock 8 am			Hire/Change/Termination	Pay Day	
	Scholarship Unlock			(TBH) for May 1-15 pay	Apr 16 - 30, 2024	
	Hire, Change and					
	Termination Unlock					
	GL Upload					
12	13	14	15	16	17	18
	Scholarship Entry	Off Cycle Run	Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Lock for May		Deadline for May	May 1-15, 2024	Termination Lockout	
	Off-Cycle Request		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	
	Dealine at 4pm		by end of day	Timesheet Approval	Grad TBH	
				by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
				Time & Labour Load		
19	20	21	22	23	24	25
		Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
		Entered and Approved	Scholarship Unlock		May 1-15, 2024	
	Victoria Day	Pay Confirm	Hire, Change and			
		Bank Transmission	Termination Unlock			
		Accruals Updated	GL Upload			
		Distribute Actuals				
20	107	100	100	20	24	
26	27	28	29	30	31	
	Off-Cycle Request	Off Cycle Run	Missed Scholarship		Parking/Donations,	
	Dealine at 4pm		Lock for May		Campus Rec and Award	
	Hire/Change/Termination				Post Deadline for May	
	(TBH) for May 16-31 pay				HR PPS Retro Deadline	
	Load Riyals-Qatar				by end of day	
		1				

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.



June 2024

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



July 2024

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

Legend

lire/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.



August 2024

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

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.



September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
		Aug 16-31, 2024	Termination Lockout	Entered and Approved	Scholarship Unlock	
	Labour Day	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and	
		Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock	
		by 4 pm	Retro Accounting	Accruals Updated	GL Upload	
		Scholarship Approval	Scholarship Load	Distribute Actuals	02 001000	
		Time & Labour Load	Control Comp Loud	Diominato / totadio		
8	9	10	11	12	13	14
		Pay Day	Off-Cycle Request	Off Cycle Run	Scholarship Entry	
		Aug 16-31, 2024	Dealine at 4pm	·	Lock for September	
			Hire/Change/Termination			
			(TBH) for Sept 1-15 pay			
			(, , , , , , , , , , , , , , , , , , ,			
15	16	17	18	19	20	21
		Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for September	Sept 1 - 15, 2024	Termination Lockout	Entered and Approved	
		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Pay Confirm	
		by end of day	Timesheet Approval	Grad TBH	Bank Transmission	
			by 4 pm	Retro Accounting	Accruals Updated	
			Scholarship Approval	Scholarship Load	Distribute Actuals	
			Time & Labour Load			
22	23	24	25	26	27	28
	Timesheet Unlock 8 am	Hire/Change/Termination	Pay Day	Off-Cycle Request	Parking/Donations,	
	Scholarship Unlock	(TBH) for Sept 16-30 pay	Sept 1-15, 2024	Dealine at 4pm	Campus Rec and Award	
	Hire, Change and		Missed Scholarship	Load Riyals-Qatar	Post Deadline for	
	Termination Unlock		Lock for September		September	
	GL Upload				HR PPS Retro Deadline	
					by end of day	
					Off Cycle Run	
29	30					
	National Truth and					
	Reconciliation Day					

Legend

lire/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.



October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	:,	1	2	3	4	5
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
		Sept 16-30, 2024	Termination Lockout	Entered and Approved	Scholarship Unlock	
		Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and	
		Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock	
		by 4 pm	Retro Accounting	Accruals Updated	GL Upload	
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load	·			
6	7	8	9	10	11	12
				Pay Day	Off-Cycle Request	
				Sept 16-30, 2024	Dealine at 4pm	
				Hire/Change/Termination		
				(TBH) for Oct 1-15 pay		
13	14	15	16	17	18	19
		Scholarship Entry		Award Post	Timesheet Lock 8:00 am	
	Thanksgiving Day	Lock for October		Deadline for October	Oct 1-15, 2024	
		Off Cycle Run		HR PPS Retro Deadline	Manager/Budget Owner	
				by end of day	Timesheet Approval	
					by 4 pm	
					Scholarship Approval	
					Time & Labour Load	
20	21	22	23	24	25	26
	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	l	Pay Day	
	Termination Lockout	Entered and Approved	Scholarship Unlock		Oct 1-15, 2024	
	Including Sessional and	Pay Confirm	Hire, Change and		Hire/Change/Termination	
	Grad TBH	Bank Transmission	Termination Unlock		(TBH) for Oct 16-31 pay	
	Retro Accounting	Accruals Updated	GL Upload			
	Scholarship Load	Distribute Actuals				
27	28	29	30	31		
	Off-Cycle Request	Missed Scholarship		Parking/Donations,		
	Dealine at 4pm	Lock for October		Campus Rec and Award		
	Load Riyals-Qatar	Off Cycle Run		Post Deadline for		
	2000 Myalo Qalai	Cir O Joio Ruit		October		
				HR PPS Retro Deadline		
				by end of day		
				Sy ond or day		
		I	1	1	1	

Legend

lire/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.



November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Timesheet Lock 8:00 am	
					Oct 16-31, 2024	
					Manager/Budget Owner	
					Timesheet Approval	
					by 4 pm	
					Scholarship Approval	
2	4	E	<u></u>	7	Time & Labour Load 8	0
3	4	5	6	<u> </u> '		9
	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
	Termination Lockout	Entered and Approved	Scholarship Unlock		Oct 16-31, 2024	
	Including Sessional and	Pay Confirm	Hire, Change and		Hire/Change/Termination	
	Grad TBH	Bank Transmission	Termination Unlock		(TBH) for Nov 1 -15 pay	
	Retro Accounting	Accruals Updated Distribute Actuals	GL Upload			
	Scholarship Load	Distribute Actuals				
10	11	12	13	14	15	16
		Off-Cycle Request	Scholarship Entry		Award Post	
	Remembrance	Dealine at 4pm	Lock for November		Deadline for November	
	Day	· ·	Off Cycle Run		HR PPS Retro Deadline	
					by end of day	
					,	
4=	10					
17	18	19	20	21	22	23
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Nov 1-15, 2024	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and		
	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock		
	by 4 pm Scholarship Approval	Retro Accounting	Accruals Updated Distribute Actuals	GL Upload		
	Time & Labour Load	Scholarship Load	Distribute Actuals			
24	25	26	27	28	29	30
	Pay Day	Off-Cycle Request	Missed Scholarship	<u></u>	Parking/Donations,	-
	Nov 1-15, 2024	Dealine at 4pm	Lock for November		Campus Rec and Award	
	Hire/Change/Termination	Load Riyals-Qatar	Off Cycle Run		Post Deadline for	
	(TBH) for Nov 16-30 pay		J. Cyolo Rail		November	
	(1211) 101 1107 10 00 pay				HR PPS Retro Deadline	
					IHK PPS Ketto Desoline	

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:

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.



Dec 2024 - Tentative

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Nov 16-30, 2024	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm - Pay 23	Hire, Change and		
	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock		
	by 4 pm	Retro Accounting	Accruals Updated	GL Upload		
	Scholarship Approval	Scholarship Load	Distribute Actuals			
	Time & Labour Load					
8	9	10	11	12	13	14
		Pay Day	Off-Cycle Request	Scholarship Entry	Load Riyals-Qatar	
		Nov 16-30, 2024	Dealine at 4pm	Lock for December		
		Hire/Change/Termination		Off Cycle Run		
		(TBH) for Dec 1 -15 pay				
45	140	47	40	40	100	04
15	16	17	18	19	20	21
	Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
	Deadline for December	Dec 1-15, 2024	Termination Lockout	Entered and Approved	Scholarship Unlock	
	HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Hire/Change/Termination	Hire, Change and	
	by end of day	Timesheet Approval	Grad TBH (Dec. 1-15/22)	(TBH) for Dec 16-31 pay	Termination Unlock	
		by 4 pm	Retro Accounting	Pay Confirm - Pay 24	Load 2023 Tax	
		Scholarship Approval	Scholarship Load	Bank Transmission	updates in Prod-JN	
		Time & Labour Load		Accruals Updated	Load 2023 United Way	
					Off-Cycle Request	
22	23	24	25	26	Dealine at 4pm	28
22	2022 Off cycles	Pay Day	Christmas	Boxing	21	20
	Distribute Actuals noon	Dec 1-15, 2024	Day	Day	Floater Day	
	Create Paylines		Day	Day	Floater Day	
	*	Parking/Donations,				
	2023 Tax Changes - TB GL Upload	Campus Rec, Missed Scholarship Deadline /				
	GL Opioad	•				
		Lock for December HR PPS Retro Deadline				
29	30	by end of day				
23	Floater Day	Floater Day				
	Tioater bay	l louisi buy				

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.

Legend

^{*} 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



January 2025

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