



January 2025

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

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



February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Timesheet Lock 8:00 am Jan 16-31, 2025 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 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 Jan 16-31, 2025 Hire/Change/Termination (TBH) for Feb 1-15 pay	11 Off-Cycle Request Deadline at 4 pm	12 Faculty Scholarship Entry Lock for February Off Cycle Run	13	14 Award Post Deadline for February HR PPS Retro Deadline by end of day	15
16	17 Family Day	18 Timesheet Lock 8:00 am Feb 1-15, 2025 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 Feb 16-28 pay	25 Pay Day Feb 1-15, 2025	26 Missed Faculty Scholarship Lock for Feb Off-Cycle Request Deadline at 4 pm Load Riyals-Qatar	27 Off Cycle Run	28 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.

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deadlines, please contact payrolluc@ucalgary.ca



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March 2025

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

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.

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deadlines, please contact payrolluc@ucalgary.ca



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April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock	2	3	4	5
6	7	8	9 Hire/Change/Termination (TBH) for Apr 1-15 pay	10 Pay Day Mar 16-31, 2025	11 Off-Cycle Request Deadline at 4 pm Faculty Scholarship Entry Lock for April	12
13	14 Off Cycle Run	15 Award Post Deadline for April HR PPS Retro Deadline by end of day	16 Timesheet Lock 8:00 am Apr 1-15, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	17 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	18 Good Friday	19
20	21 Easter Monday	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, 2025	26
27	28 Off-Cycle Request Deadline at 4 pm Missed Faculty Scholarship Lock for April Load Riyals-Qatar	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.

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May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Timesheet Lock 8:00 am Apr 16-30, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3
4	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 Hire/Change/Termination (TBH) for May 1-15 pay	9 Pay Day Apr 16 - 30, 2025	10
11	12 Faculty Scholarship Entry Lock for May Off-Cycle Request Deadline at 4 pm	13 Off Cycle Run	14 Award Post Deadline for May HR PPS Retro Deadline by end of day	15 Timesheet Lock 8:00 am May 1-15, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	16 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	17
18	19 Victoria Day	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 May 1-15, 2025	24
25	26 Off-Cycle Request Deadline at 4 pm Hire/Change/Termination (TBH) for May 16-31 pay Load Riyals-Qatar	27 Off Cycle Run	28 Missed Faculty Scholarship Lock for May	29	30 Parking/Donations, Campus Rec and Award Post Deadline for May 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.

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deadlines, please contact payrolluc@ucalgary.ca



June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Timesheet Lock 8:00 am May 16-31, 2025 Manager/Budget Owner Timesheet Approval 4pm 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 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 May 16-31, 2025	11 Off-Cycle Request Deadline at 4 pm Hire/Change/Termination (TBH) for Jun 1-15 pay	12 Off Cycle Run	13 Faculty 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, 2025 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
22	23 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	24 Hire/Change/Termination (TBH) for Jun 16-30 pay	25 Pay Day June 1-15, 2025	26 Missed Faculty Scholarship Lock for June Off-Cycle Request Deadline at 4 pm Load Riyals-Qatar	27 Off Cycle Run	28
29	30 Parking/Donations, Campus Rec and Award Post Deadline for June 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.
 *Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca



**UNIVERSITY OF
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July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Canada Day	2 Timesheet Lock 8:00 am June 16-30, 2025 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 Bank Transmission Accruals Updated Distribute Actuals	5
6	7 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	8	9	10 Pay Day Jun 16-30, 2025	11 Off-Cycle Request Deadline at 4 pm Hire/Change/Termination (TBH) for July 1-15 pay	12
13	14 Off Cycle Run	15 Faculty 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, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19
20	21 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	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 July 16-31 pay	25 Pay Day July 1-15, 2025	26
27	28 Off-Cycle Request Deadline at 4 pm Missed Faculty Scholarship Lock for July Load Riyals-Qatar	29 Off Cycle Run	30 Parking/Donations, Campus Rec and Award Post Deadline for July HR PPS Retro Deadline by end of day	31 Timesheet Lock 8:00 am July 16-31, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load		

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.

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deadlines, please contact payrolluc@ucalgary.ca



**UNIVERSITY OF
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August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	2
3	4 Heritage Day	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 July 16-31, 2025	9
10	11 Off-Cycle Request Deadline at 4 pm Hire/Change/Termination (TBH) for Aug 1 -15 pay	12 Off Cycle Run	13 Faculty Scholarship Entry Lock for August	14	15 Award Post Deadline for August HR PPS Retro Deadline by end of day	16
17	18 Timesheet Lock 8:00 am Aug 1-15, 2025 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	25 Pay Day Aug 1-15, 2025 Hire/Change/Termination (TBH) for Aug 16-31 pay Load Riyals-Qatar	26 Off-Cycle Request Deadline at 4 pm	27 Missed Faculty Scholarship Lock for Aug Off Cycle Run	28	29 Parking/Donations, Campus Rec and Award Post Deadline for August HR PPS Retro Deadline by end of day	30
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

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**UNIVERSITY OF
CALGARY**

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labour Day	2 Timesheet Lock 8:00 am Aug 16-31, 2025 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 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 Aug 16-31, 2025	11 Off-Cycle Request Deadline at 4 pm Hire/Change/Termination (TBH) for Sept 1-15 pay	12 Off Cycle Run	13
14	15 Faculty Scholarship Entry Lock for September	16	17 Award Post Deadline for September HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Sept 1-15, 2025 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 Hire/Change/Termination (TBH) for Sept 16-30 pay	24	25 Pay Day Sept 1-15, 2025 Missed Faculty Scholarship Lock for Sept	26 Off-Cycle Request Deadline at 4 pm Load Riyals-Qatar	27
28	29 Parking/Donations, Campus Rec and Award Post Deadline for September HR PPS Retro Deadline by end of day Off Cycle Run	30 National Truth and Reconciliation Day				

Legend

Hire/Change Lockout:

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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:

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approved and appear in your portal
for acknowledgement.

Hire/Termination/Change

Information & Payroll Forms Cutoff:

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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.

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UNIVERSITY OF
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October 2025

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

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Retro processing deadline is end of day.

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

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deadlines, please contact payrolluc@ucalgary.ca



UNIVERSITY OF
CALGARY

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Timesheet Lock 8:00 am Oct 16-31, 2025 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 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 Oct 16-31, 2025 Hire/Change/Termination (TBH) for Nov 1 -15 pay	11 Remembrance Day	12 Off-Cycle Request Deadline at 4 pm	13 Faculty Scholarship Entry Lock for November Off Cycle Run	14	15
16	17 Award Post Deadline for November HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Nov 1-15, 2025 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 Nov 16-30 pay	25 Pay Day Nov 1-15, 2025	26 Missed Faculty Scholarship Lock for Nov Off-Cycle Request Deadline at 4 pm Load Riyals-Qatar	27 Off Cycle Run	28 Parking/Donations, Campus Rec and Award Post Deadline for November 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.

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



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December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Timesheet Lock 8:00 am Nov 16-30, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3 Salaried Recoveries Entered and Approved Pay Confirm - Pay 23 Bank Transmission Accruals Updated Distribute Actuals	4 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	5	6
7	8	9	10 Pay Day Nov 16-30, 2025 Hire/Change/Termination (TBH) for Dec 1 -15 pay	11 Off-Cycle Request Deadline at 4 pm	12 Faculty Scholarship Entry Lock for December Off Cycle Run	13
14	15 Load Riyals-Qatar	16 Award Post Deadline for December HR PPS Retro Deadline by end of day	17 Timesheet Lock 8:00 am Dec 1-15, 2025 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. 1-15/25) 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
21	22 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock Load 2026 Tax updates in Prod-JN Load 2025 United Way Off-Cycle Request Deadline at 2 pm	23 2025 Off cycles Distribute Actuals noon Create Paylines 2026 Tax Changes - TB GL Upload	24 Pay Day Dec 1-15, 2025 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
28	29 Floater Day	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.

Off-Cycle Request Deadline - 2:00 pm

Only for last off-cycle of the year.

* 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 23

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



**UNIVERSITY OF
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January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day	2 Timesheet Lock 8:00 am Dec 16-31, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	3
4	5 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	6 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	7 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	8	9 Pay Day Dec 16-31, 2025 Hire/Change/Termination (TBH) for Jan 1-15 pay	10
11	12 Off-Cycle Request Deadline at 4pm	13 Faculty Scholarship Entry Lock for January Off Cycle Run	14	15 Award Post Deadline for January HR PPS Retro Deadline by end of day	16 Timesheet Lock 8:00 am Jan 1-15, 2026 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 Jan 1-15, 2026	24
25	26 Hire/Change/Termination (TBH) for Jan 16-31 pay Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	27 Off Cycle Run	28 Missed Faculty Scholarship Lock for Jan	29	30 Parking/Donations, Campus Rec and Award Post Deadline for January 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.

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