

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	1 New Year's Day	Timesheet Lock 8:00 am Dec 16-31, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load 9 Pay Day Dec 16-31, 2025 Hire/Job Change Deadline for Jan 1-15 pay	3 10
11	12 Off-Cycle Request Deadline at 4 pm	13 Faculty Scholarship Entry Lock for January Off Cycle Run	14	Award Post Deadline for January PC Retro Deadline by end of day	Timesheet Lock 8:00 am Jan 1-15, 2026 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	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
	26 Hire/Job Change Deadline for Jan 16-31 pay Off-Cycle Request Deadline at 4 pm	27 Off Cycle Run	28 Missed Faculty Scholarship Lock for Jan	29	30 Parking/Donations, Campus Rec and Award Post Deadline for January PC Retro Deadline by end of day	31

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



February 2026

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		
	Jan 16-31, 2026	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					
8		10	11	12	13	14
		Pay Day	Off-Cycle Request	Faculty Scholarship Entry		
		Jan 16-31, 2026	Deadline at 4 pm	Lock for February		
		Hire/Job Change Deadline		Off Cycle Run		
		for Feb 1-15 pay				
14	16	17	18	19	20	21
		Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for February	Feb 1-15, 2026	Termination Lockout	Entered and Approved	
	Family Day		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	
	00	0.4	Time & Labour Load	00	107	00
22	23	24	25	26	27	28
	Timesheet Unlock 8 am		Pay Day	Off-Cycle Request	Parking/Donations,	
	Scholarship Unlock		Feb 1-15, 2026	Deadline at 4 pm	Campus Rec and Award	
	Hire, Change and		Missed Faculty		Post Deadline for	
	Termination Unlock		Scholarship Lock for Feb		February	
	GL Upload				PC Retro Deadline	
	Hire/Job Change Deadline				by end of day	
	for Feb 16-28 pay				Off Cycle Run	

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



March 2026

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		
	Feb 16-28, 2026	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					
8	9	10	11	12	13	14
		Pay Day	Off-Cycle Request	Off Cycle Run	Faculty Scholarship Entry	
		Feb 16-28, 2026	Deadline at 4 pm		Lock for March	
			Hire/Job Change Deadline			
			for March 1-15 pay			
15	16	17	18	19	20	21
		Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for March	Mar 1-15, 2026	Termination Lockout	Entered and Approved	
		PC Retro Deadline	Manager/Budget Owner	Including Sessional and	Pay Confirm	
		by end of day	Timesheet Approval	Grad TBH (Mar 1-15)	Bank Transmission	
		,	by 4 pm	Retro Accounting	Accruals Updated, Dist Act.	
			Scholarship Approval	Scholarship Load	Hire/Job Change Deadline	
			Time & Labour Load	·	for March 16-31 pay	
					Scholarship Unlock 4pm	
22	23	24	25	26	27	28
	Timesheet Unlock 8 am	Missed Faculty	Pay Day	Off-Cycle Request	Timesheet Lock 8:00 am	
	Hire, Change and	Scholarship Lock for Mar	Mar 1-15, 2026	Deadline at 4 pm	Mar 16-31, 2026	
	Termination Unlock			Parking/Donations,	Manager/Budget Owner	
	GL Upload			Campus Rec and Award	Timesheet Approval	
				Post Deadline for March	by 4 pm	
				PC Retro Deadline	Scholarship Approval	
				by end of day	Time & Labour Load	
00	100	0.4			Off Cycle Run	
29	30	31				
	Hire, Change and	Salaried Recoveries				
	Termination Lockout	Entered and Approved				
	Including Sessional and	Pay Confirm				
	Grad TBH	Bank Transmission		ĺ		
	Retro Accounting	Accruals Updated				
	Scholarship Load	Distribute Actuals				
		GL Upload		1		

Legend

Hire/Change Lockou

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	j	,	1 Timesheet Unlock 8 am	2	3	4
			Scholarship Unlock Hire, Change and		Good Friday	
			Termination Unlock			
5	6	7	8	9	10	11
	Factor Manday				Pay Day	
	Easter Monday				Mar 16-31, 2026 Hire/Job Change Deadline	
					for April 1-15 pay	
12	13	14	15	16	17	18
	Off-Cycle Request	Faculty Scholarship Entry		Award Post	Timesheet Lock 8:00 am	
	Deadline at 4 pm	Lock for April		Deadline for April	Apr 1-15, 2026	
		Off Cycle Run			Manager/Budget Owner	
				by end of day	Timesheet Approval	
					by 4 pm Scholarship Approval	
					Time & Labour Load	
19	20	21	22	23		25
	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
	Termination Lockout	Entered and Approved	Scholarship Unlock		Apr 1-15, 2026	
	Including Sessional and	Pay Confirm	Hire, Change and		Hire/Job Change Deadline	
	Grad TBH	Bank Transmission	Termination Unlock		for April 16-30 pay	
	Retro Accounting	Accruals Updated	GL Upload			
	Scholarship Load	Distribute Actuals				
26	27	28	29	30		
	Off-Cycle Request	Off Cycle Run		Parking/Donations,		
	Deadline at 4 pm	Missed Faculty		Campus Rec and Award		
		Scholarship Lock for April		Post Deadline for April		
				PC Retro Deadline		
				by end of day		
		1				

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	1 Timesheet Lock 8:00 am Apr 16-30, 2026 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load 8 Pay Day Apr 16 - 30, 2026 Hire/Job Change Deadline for May 1-15 pay	9
10	11 Off-Cycle Request Deadline at 4 pm	12 Faculty Scholarship Entry Lock for May Off Cycle Run	13	14 Award Post Deadline for May PC Retro Deadline by end of day	15 Timesheet Lock 8:00 am May 1-15, 2026 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	16
17	18 Victoria Day	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
31	25 Pay Day May 1-15, 2026 Hire/Job Change Deadline for May 16-31 pay	26 Off-Cycle Request Deadline at 4 pm	27 Missed Faculty Scholarship Lock for May Off Cycle Run	28	29 Parking/Donations, Campus Rec and Award Post Deadline for May PC Retro Deadline by end of day	30

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



June 2026

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		
	May 16-31, 2026	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			
7	8	9	10	11	12	13
			Pay Day	Off-Cycle Request	Off Cycle Run	
			May 16-31, 2026	Deadline at 4 pm		
				Hire/Job Change Deadline		
				for June 1-15 pay		
14	15	16	17	18	19	20
	Faculty Scholarship Entry		Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Lock for June		Deadline for June	June 1-15, 2026	Termination Lockout	
			PC 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	
				Time & Labour Load		
21	22	23	24	25	26	27
	Salaried Recoveries	Timesheet Unlock 8 am	Hire/Job Change Deadline	Pay Day	Missed Faculty	
	Entered and Approved	Scholarship Unlock	for June 16-30 pay	June 1-15, 2026	Scholarship Lock for June	
	Pay Confirm	Hire, Change and			Off-Cycle Request	
	Bank Transmission	Termination Unlock			Deadline at 4 pm	
	Accruals Updated	GL Upload				
	Distribute Actuals					
28	29	30				
	Off Cycle Run	Parking/Donations,				
		Campus Rec and Award				
		Post Deadline for June				
		PC Retro Deadline				
		by end of day				

Legend

Hire/Change Lockou

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission	7 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock	Canada Day	Z Timesheet Lock 8:00 am June 16-30, 2026 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load 9	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load 10 Pay Day Jun 16-30, 2026 Hire/Job Change Deadline for July 1-15 pay	11
12	Accruals Updated Distribute Actuals	GL Upload	15	16	17	18
	Off-Cycle Request Deadline at 4 pm	Faculty Scholarship Entry Lock for July Off Cycle Run		Award Post Deadline for July PC Retro Deadline by end of day	Timesheet Lock 8:00 am July 1-15, 2026 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	
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	Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	23	Pay Day July 1-15, 2026 Hire/Job Change Deadline for July 16-31 pay	25
26	27 Off-Cycle Request Deadline at 4 pm	28 Missed Faculty Scholarship Lock for July Off Cycle Run	29	30 Parking/Donations, Campus Rec and Award Post Deadline for July PC Retro Deadline by end of day	31 Timesheet Lock 8:00 am July 16-31, 2026 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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
,	j		j			1
2	3 Heritage Day	Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	7	8
9	10 Pay Day July 16-31, 2026	11 Off-Cycle Request Deadline at 4 pm Hire/Job Change Deadline for Aug 1-15 pay	12 Off Cycle Run	13 Faculty Scholarship Entry Lock for August	14	15
16	17 Award Post Deadline for August PC Retro Deadline by end of day	Timesheet Lock 8:00 am Aug 1-15, 2026 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, 2026 Hire/Job Change Deadline for Aug 16-31 pay	26 Off-Cycle Request Deadline at 4 pm	27 Missed Faculty Scholarship Lock for Aug Off Cycle Run	28	29
30	31 Parking/Donations, Campus Rec and Award Post Deadline for August PC Retro Deadline by end of day					

Legend

Hire/Change Lockou

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



September 2026

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	
		Aug 16-31, 2026	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	
	Labour Day			Aug 16-31, 2026	Deadline at 4 pm	
					Hire/Job Change Deadline	
					for Sept 1-15 pay	
13	14	15	16	17	18	19
	Off Cycle Run	Faculty Scholarship Entry		Award Post	Timesheet Lock 8:00 am	
		Lock for September		Deadline for September	Sept 1-15, 2026	
				PC 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		Pay Day	
	Termination Lockout	Entered and Approved	Scholarship Unlock		Sept 1-15, 2026	
	Including Sessional and	Pay Confirm	Hire, Change and		Missed Faculty	
	Grad TBH	Bank Transmission	Termination Unlock		Scholarship Lock for Sept	
	Retro Accounting	Accruals Updated	GL Upload			
	Scholarship Load	Distribute Actuals	Hire/Job Change Deadline			
			for Sept 16-30 pay			
27	28	29	30			
	Off-Cycle Request	Parking/Donations,				
	Deadline at 4 pm	Campus Rec and Award	National Truth and			
		Post Deadline for	Reconciliation Day			
		September				
		PC Retro Deadline				
		by end of day				
		Off Cycle Run				

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



October 2026

Sunday	/ Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
,	, , , , , , , , , , , , , , , , , , ,	,	<u> </u>	1	2	3
				Timesheet Lock 8:00 am	Hire, Change and	
				Sept 16-30, 2026	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/Job Change Deadline	Pay Day	
	Entered and Approved	Scholarship Unlock		for Oct 1-15 pay	Sept 16-30, 2026	
	Pay Confirm	Hire, Change and				
	Bank Transmission	Termination Unlock				
	Accruals Updated	GL Upload				
	Distribute Actuals					
11	12	13	14	15	16	17
		Faculty Scholarship Entry	Off Cycle Run	Award Post	Timesheet Lock 8:00 am	
	Thanksgiving Day	Lock for October		Deadline for October	Oct 1-15, 2026	
		Off-Cycle Request		PC Retro Deadline	Manager/Budget Owner	
		Deadline at 4 pm		by end of day	Timesheet Approval	
					by 4 pm	
					Scholarship Approval	
					Time & Labour Load	
18	19	20	21	22	23	24
	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
	Termination Lockout	Entered and Approved	Scholarship Unlock		Oct 1-15, 2026	
	Including Sessional and	Pay Confirm	Hire, Change and			
	Grad TBH	Bank Transmission	Termination Unlock			
	Retro Accounting	Accruals Updated	GL Upload			
	Scholarship Load	Distribute Actuals				
25	26	27	28	29	30	31
25		_ -	Missed Faculty	49	~ ~	31
	Off-Cycle Request	Off Cycle Run			Parking/Donations,	
	Deadline at 4 pm		Scholarship Lock for Oct		Campus Rec and Award Post Deadline for	
	Hire/Job Change Deadline				Post Deadline for October	
	for Oct 16-31 pay				~	
					PC Retro Deadline by end of day	

Legend

Hire/Change Lockou

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



November 2026

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		
	Oct 16-31, 2026	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					
8	9	10	11	12	13	14
		Pay Day		Off-Cycle Request	Faculty Scholarship Entry	
		Oct 16-31, 2026	Remembrance	Deadline at 4 pm	Lock for November	
		Hire/Job Change Deadline	Day		Off Cycle Run	
		for Nov 1-15 pay				
15	16	17	18	19	20	21
		Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for November	Nov 1-15, 2026	Termination Lockout	Entered and Approved	
		PC 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/Job Change Deadline	Pay Day	Missed Faculty	Off Cycle Run	
	Scholarship Unlock	for Nov 16-30 pay	Nov 1-15, 2026	Scholarship Lock for Nov		
	Hire, Change and			Off-Cycle Request		
	Termination Unlock			Deadline at 4 pm		
	GL Upload					
29	30					
	Parking/Donations,					
	Campus Rec and Award					
	Post Deadline for					
	November					
	PC Retro Deadline					
	by end of 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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
j	ĺ	1	2	3	4	5
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
		Nov 16-30, 2026	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				
6	7	8	9	10	11	12
				Pay Day	Off-Cycle Request	
				Nov 16-30, 2026	Deadline at 4 pm	
				Hire/Job Change Deadline		
				for Dec 1-15 pay		
13	14	15	16	17	18	19
	Faculty Scholarship Entry		Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Lock for December		Deadline for December	Dec 1-15, 2026	Termination Lockout	
	Off Cycle Run		PC Retro Deadline	Manager/Budget Owner	Including Sessional and	
	i .		by end of day	Timesheet Approval	Grad TBH (Dec. 1-15/25)	
				by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
				Time & Labour Load		
20	21	22	23	24	25	26
	Salaried Recoveries	Timesheet Unlock 8 am	2026 Off cycles	Pay Day	Christmas	
	Entered and Approved	Scholarship Unlock	Distribute Actuals noon	Dec 1-15, 2026	Day	
	Hire/Job Change Deadline	Hire, Change and	Create Paylines	Parking/Donations,		
	for Dec 16-31 pay	Termination Unlock	2027 Tax Changes - TB	Campus Rec, Missed		
	Pay Confirm - Pay 24	Load 2027 Tax	GL Upload	Scholarship Deadline /		
	Bank Transmission	updates in Prod-JN		Lock for December		
	Accruals Updated	Load 2027 United Way		PC Retro Deadline		
		Off-Cycle Request		by end of day		
		Deadline at 2 pm				
27	28	29 Flooring Door	30	31		
	In-Lieu of	Floater Day	Floater Day	Floater Day		
	Boxing					
	Day					

^{*} 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 25

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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.



January 2027 - Tentative

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1 Novy Yourla	2
					New Year's	
					Day	
3	4	5	6	7	8	9
Timesheet	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
Lock 8:00 am	Termination Lockout	Entered and Approved	Scholarship Unlock		Dec 16-31, 2026	
Dec 16-31	Including Sessional and	Pay Confirm	Hire, Change and			
Manager/Owner	Grad TBH	Bank Transmission	Termination Unlock			
Timesheet	Scholarship Approval	Accruals Updated	GL Upload			
Approval by	by 12 noon	Distribute Actuals				
12 noon	Retro Accounting					
T/L Load	Scholarship Load					
10	11	12	13	14	15	16
	Off-Cycle Request	Off Cycle Run	Faculty Scholarship Entry		Award Post	
	Dealine at 4pm		Lock for January		Deadline for January	
	Hire/Job Change deadline				PC Retro Deadline	
	for Jan 1-15 pay				by end of day	
17	18	19	20	21	22	23
		Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Jan 1-15, 2027	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	GL Upload		
		Scholarship Load	Distribute Actuals			
24	Time & Labour Load 25	26	27	28	29	30
24	Pay Day	Off-Cycle Request	Missed Faculty		Parking/Donations,	30
	Jan 1-15, 2027	Dealine at 4pm	Scholarship Lock for Jan		Campus Rec and Award	
	Hire/Job Change deadline	Dealine at 4pm	Off Cycle Run		Post Deadline for	
	for Jan 16-31 pay		On Oyolo Rull		January	
	io. Juli 10 01 pay				PC 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/Job Change Form Deadline

All approvals must be complete on Template Based Hires and Job Change Requests to ensure processing for the next pay. Excludes 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

People & Culture (PC) Retro Deadline

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.