



UNIVERSITY OF
CALGARY

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/Job Change Deadline for Jan 1-15 pay	10
11	12 Off-Cycle Request Deadline at 4 pm	13 Faculty Scholarship Entry Lock for January Off Cycle Run	14	15 Award Post Deadline for January PC 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/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

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.

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



UNIVERSITY OF
CALGARY

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Timesheet Lock 8:00 am Jan 16-31, 2026 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		10 Pay Day Jan 16-31, 2026 Hire/Job Change Deadline 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
14	16 Family Day	17 Award Post Deadline for February PC Retro Deadline by end of day	18 Timesheet Lock 8:00 am Feb 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
22	23 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload Hire/Job Change Deadline for Feb 16-28 pay	24	25 Pay Day Feb 1-15, 2026 Missed Faculty Scholarship Lock for Feb	26 Off-Cycle Request Deadline at 4 pm	27 Parking/Donations, Campus Rec and Award Post Deadline for February PC Retro Deadline by end of day Off Cycle Run	28

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.
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Salaried Employees - enter exception time only

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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.

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deadlines, please contact hr@ucalgary.ca



UNIVERSITY OF
CALGARY

March 2026

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

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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.

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deadlines, please contact hr@ucalgary.ca



UNIVERSITY OF
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April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock	2	3 Good Friday	4
5	6 Easter Monday	7	8	9	10 Pay Day Mar 16-31, 2026 Hire/Job Change Deadline for April 1-15 pay	11
12	13 Off-Cycle Request Deadline at 4 pm	14 Faculty Scholarship Entry Lock for April Off Cycle Run	15	16 Award Post Deadline for April PC Retro Deadline by end of day	17 Timesheet Lock 8:00 am Apr 1-15, 2026 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 Apr 1-15, 2026 Hire/Job Change Deadline for April 16-30 pay	25
26	27 Off-Cycle Request Deadline at 4 pm	28 Off Cycle Run Missed Faculty Scholarship Lock for April	29	30 Parking/Donations, Campus Rec and Award Post Deadline for April PC 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/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.

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UNIVERSITY OF
CALGARY

May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Timesheet Lock 8:00 am Apr 16-30, 2026 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2
3 	4 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	5 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	6 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	7 	8 Pay Day 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	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 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
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.

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deadlines, please contact hr@ucalgary.ca



UNIVERSITY OF
CALGARY

June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Timesheet Lock 8:00 am May 16-31, 2026 Manager/Budget Owner Timesheet Approval 4pm 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	4 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	5	6
7	8	9	10 Pay Day May 16-31, 2026	11 Off-Cycle Request Deadline at 4 pm Hire/Job Change Deadline for June 1-15 pay	12 Off Cycle Run	13
14	15 Faculty Scholarship Entry Lock for June	16	17 Award Post Deadline for June PC Retro Deadline by end of day	18 Timesheet Lock 8:00 am June 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
21	22 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	23 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	24 Hire/Job Change Deadline for June 16-30 pay	25 Pay Day June 1-15, 2026	26 Missed Faculty Scholarship Lock for June Off-Cycle Request Deadline at 4 pm	27
28	29 Off Cycle Run	30 Parking/Donations, Campus Rec and Award Post Deadline for June PC 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/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.

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deadlines, please contact hr@ucalgary.ca



July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Canada Day	2 Timesheet Lock 8:00 am June 16-30, 2026 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 Jun 16-30, 2026 Hire/Job Change Deadline for July 1-15 pay	11
12	13 Off-Cycle Request Deadline at 4 pm	14 Faculty Scholarship Entry Lock for July Off Cycle Run	15	16 Award Post Deadline for July PC Retro Deadline by end of day	17 Timesheet Lock 8:00 am July 1-15, 2026 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 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.

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UNIVERSITY OF
CALGARY

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Heritage Day	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 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	18 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 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:

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Hire/Job Change Form Deadline

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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.

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September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Timesheet Lock 8:00 am Aug 16-31, 2026 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	4 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	5
6	7 Labour Day	8	9	10 Pay Day Aug 16-31, 2026	11 Off-Cycle Request Deadline at 4 pm Hire/Job Change Deadline for Sept 1-15 pay	12
13	14 Off Cycle Run	15 Faculty Scholarship Entry Lock for September	16	17 Award Post Deadline for September PC Retro Deadline by end of day	18 Timesheet Lock 8:00 am Sept 1-15, 2026 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 Hire/Job Change Deadline for Sept 16-30 pay	24	25 Pay Day Sept 1-15, 2026 Missed Faculty Scholarship Lock for Sept	26
27	28 Off-Cycle Request Deadline at 4 pm	29 Parking/Donations, Campus Rec and Award Post Deadline for September PC Retro Deadline by end of day Off Cycle Run	30 National Truth and Reconciliation Day			

Legend

Hire/Change Lockout:

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People & Culture (PC) Retro Deadline

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Off-Cycle Request Deadline - 4:00 pm

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UNIVERSITY OF
CALGARY

October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Timesheet Lock 8:00 am Sept 16-30, 2026 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/Job Change Deadline for Oct 1-15 pay	9 Pay Day Sept 16-30, 2026	10
11	12 Thanksgiving Day	13 Faculty Scholarship Entry Lock for October Off-Cycle Request Deadline at 4 pm	14 Off Cycle Run	15 Award Post Deadline for October PC Retro Deadline by end of day	16 Timesheet Lock 8:00 am Oct 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 Oct 1-15, 2026	24
25	26 Off-Cycle Request Deadline at 4 pm Hire/Job Change Deadline for Oct 16-31 pay	27 Off Cycle Run	28 Missed Faculty Scholarship Lock for Oct	29	30 Parking/Donations, Campus Rec and Award Post Deadline for October PC Retro Deadline by end of day	31

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:

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

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Hire/Job Change Form Deadline

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Based Hires and Job Change Requests to
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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

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scholarships) need to be submitted by 4pm.

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**UNIVERSITY OF
CALGARY**

November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Timesheet Lock 8:00 am Oct 16-31, 2026 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 Oct 16-31, 2026 Hire/Job Change Deadline 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 PC Retro Deadline by end of day	18 Timesheet Lock 8:00 am Nov 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
22	23 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	24 Hire/Job Change Deadline for Nov 16-30 pay	25 Pay Day Nov 1-15, 2026	26 Missed Faculty Scholarship Lock for Nov Off-Cycle Request Deadline at 4 pm	27 Off Cycle Run	28
29	30 Parking/Donations, Campus Rec and Award Post Deadline for November PC 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/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.

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



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December 2026

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

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

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**UNIVERSITY OF
CALGARY**

January 2027 - Tentative

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

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