

Timesheets due within 2 days of work performed. Example: Work Monday, timesheet due by Wednesday

2024 Pay Period Calendar

January		February		March		April																									
PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa
01		1	2	3	4	5	6	04					1	2	3	06							1								
02	7	8	9	10	11	12	13	05	4	5	6	7	8	9	10	07	3	4	5	6	7	8	9	08	7	8	9	10	11	12	13
03	14	15	16	17	18	19	20	06	11	12	13	14	15	16	17	08	10	11	12	13	14	15	16	09	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	07	18	19	20	21	22	23	24	09	17	18	19	20	21	22	23	10	21	22	23	24	25	26	27
	28	29	30	31					25	26	27	28	29				30	24	25	26	27	28	29		28	29	30				
																	31														

May		June		July		August																									
PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa
10				1	2	3	4	12							1	15					1	2	3	17							
	5	6	7	8	9	10	11	13	2	3	4	5	6	7	8	16	4	5	6	7	8	9	10	18	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	14	9	10	11	12	13	14	15	17	11	12	13	14	15	16	17	19	11	12	13	14	15	16	17
	19	20	21	22	23	24	25	15	16	17	18	19	20	21	22	18	18	19	20	21	22	23	24	20	18	19	20	21	22	23	24
	26	27	28	29	30	31		16	23	24	25	26	27	28	29	17	25	26	27	28	29	30	31	21	25	26	27	28	29	30	31
								14	30																						

September		October		November		December																									
PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa	PP	Su	Mo	Tu	We	Th	Fr	Sa
19	1	2	3	4	5	6	7	21			1	2	3	4	5	23								25	1	2	3	4	5	6	7
	8	9	10	11	12	13	14	22	6	7	8	9	10	11	12	24	3	4	5	6	7	8	9	26	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21	23	13	14	15	16	17	18	19	24	10	11	12	13	14	15	16	25	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	24	20	21	22	23	24	25	26	25	17	18	19	20	21	22	23	26	22	23	24	25	26	27	28
	29	30						25	27	28	29					26	24	25	26	27	28	29	30	2025 01	29	30	31				

FINAL Payroll Cutoff - 5pm

Alternate Payroll Cutoff - 10am (due to Holiday Monday)

Pay Period Ends Saturday. Payday is following Friday

Pay Date

Holiday

Banks Closed

New Years E Jan. 1st
Family Day Feb. 19th

Good Friday Mar 29th
Victoria Day May 20th

Canada Day
Civic Day

Jul 1st
Aug. 5th

Labour Day
Thanksgiving

Sep. 2nd
Oct. 14th

Christmas
Boxing Day

Dec. 25th
Dec. 26th