

2022 PAYROLL SCHEDULE TEMPORARY AND HOURLY EMPLOYEES

Pay #	Pay Period Dates	Deadline date Timesheets to Payroll by 10:00am	Pay Date
1	December 28 - January 8	Tuesday, January 4	Friday, January 14
2	January 9 - January 23	Wednesday, January 19	Monday, January 31
3	January 24 - February 7	Thursday, February 3	Tuesday, February 15
4	February 8 - February 22	Tuesday, February 15	Monday, February 28
5	February 23 - March 9	Thursday, March 3	Tuesday, March 15
6	March 10 - March 24 (Fiscal YE)	Monday, March 21	Thursday, March 31
7	March 25 - April 8	Monday, April 4	Thursday, April 14
8	April 9 - April 23	Tuesday, April 19	Friday, April 29
9	April 24 - May 8	Tuesday, May 3	Friday, May 13
10	May 9 - May 23	Wednesday, May 18	Tuesday, May 31
11	May 24 - June 7	Friday, June 3	Wednesday, June 15
12	June 8 - June 22	Monday, June 20	Thursday, June 30
13	June 23 - July 7	Tuesday, July 5	Friday, July 15
14	July 8 - July 23	Tuesday, July 19	Friday, July 29
15	July 24 - August 7	Wednesday, August 3	Monday, August 15
16	August 8 - August 23	Friday, August 19	Wednesday, August 31
17	August 24 - September 7	Friday, September 2	Thursday, September 15
18	September 8 - September 22	Tuesday, September 20	Friday, September 30
19	September 23 - October 7	Monday, October 3	Friday, October 14
20	October 8 - October 23	Wednesday, October 19	Monday, October 31
21	October 24 - November 7	Wednesday, November 2	Tuesday, November 15
22	November 8 - November 23	Friday, November 18	Wednesday, November 30
23	November 24 - December 8	Monday, December 5	Thursday, December 15
24	December 9 - December 27	Friday, December 9	Wednesday, December 21
FORECAST SCHEDULED HOURS TO BE WORKED UP TO & INCLUDING THE END OF THE PAY PERIOD			

Pay date includes all regularly scheduled worked hours within the corresponding pay period.

Timesheets must be submitted to payroll by **10:00 am** on the due date.

**LATE TIMESHEETS WILL BE PROCESSED IN THE NEXT PAY PERIOD.
THERE CAN BE NO EXCEPTIONS.**

Timesheets must have GL account information and supervisor's approval before submission to payroll

Salaries are paid by direct deposit and earnings statements are available for viewing on myEC.

Temporary and Hourly Employees include: Admin/CUPE Support Temporary and Hourly; Non Regular Faculty and Continuing Studies Instructors; Teaching & Research Assistants/Interns; Student Monitors and Models.

If you have any payroll questions, please contact: Candice Shi @ (604) 629-4507 or email to payhourly@ecuad.ca