

SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES

Issued by: People & Culture – Payroll Services

Effective Date: November 17, 2025

Processing of the payroll is a complex and difficult process requiring considerable co-operation from departments and adherence to schedules. Departments must forward correct and complete information to Payroll Services on or before the cut-off dates indicated on the **Cut-off schedules for payroll submission**
Information received after the deadline will NOT be processed until the next pay date.

*Please use this chart when completing **Bi-Weekly Time Reports** and **Fixed Remuneration Forms** for all hourly paid employees

Pay Period	Pay Date	Pay Period Start Date	Pay Period End Date
1	January 8, 2026	December 14, 2025	December 20, 2025
		December 21, 2025	December 27, 2025
2	January 22, 2026	December 28, 2025	January 3, 2026
		January 4, 2026	January 10, 2026
3	February 5, 2026	January 11, 2026	January 17, 2026
		January 18, 2026	January 24, 2026
4	February 19, 2026	January 25, 2026	January 31, 2026
		February 1, 2026	February 7, 2026
5	March 5, 2026	February 8, 2026	February 14, 2026
		February 15, 2026	February 21, 2026
6	March 19, 2026	February 22, 2026	February 28, 2026
		March 1, 2026	March 7, 2026
7	April 2, 2026	March 8, 2026	March 14, 2026
		March 15, 2026	March 21, 2026
8	April 16, 2026	March 22, 2026	March 28, 2026
		March 29, 2026	April 4, 2026
9	April 30, 2026	April 5, 2026	April 11, 2026
		April 12, 2026	April 18, 2026
10	May 14, 2026	April 19, 2026	April 25, 2026
		April 26, 2026	May 2, 2026
11	May 28, 2026	May 3, 2026	May 9, 2026
		May 10, 2026	May 16, 2026
12	June 11, 2026	May 17, 2026	May 23, 2026
		May 24, 2026	May 30, 2026
13	June 25, 2026	May 31, 2026	June 6, 2026
		June 7, 2026	June 13, 2026
14	July 9, 2026	June 14, 2026	June 20, 2026
		June 21, 2026	June 27, 2026
15	July 23, 2026	June 28, 2026	July 4, 2026
		July 5, 2026	July 11, 2026
16	August 6, 2026	July 12, 2026	July 18, 2026
		July 19, 2026	July 25, 2026
17	August 20, 2026	July 26, 2026	August 1, 2026
		August 2, 2026	August 8, 2026
18	September 3, 2026	August 9, 2026	August 15, 2026
		August 16, 2026	August 22, 2026
19	September 17, 2026	August 23, 2026	August 29, 2026
		August 30, 2026	September 5, 2026
20	October 1, 2026	September 6, 2026	September 12, 2026
		September 13, 2026	September 19, 2026
21	October 15, 2026	September 20, 2026	September 26, 2026
		September 27, 2026	October 3, 2026
22	October 29, 2026	October 4, 2026	October 10, 2026
		October 11, 2026	October 17, 2026
23	November 12, 2026	October 18, 2026	October 24, 2026
		October 25, 2026	October 31, 2026
24	November 26, 2026	November 1, 2026	November 7, 2026
		November 8, 2026	November 14, 2026
25	December 10, 2026	November 15, 2026	November 21, 2026
		November 22, 2026	November 28, 2026
26	December 24, 2026	November 29, 2026	December 5, 2026
		December 6, 2026	December 12, 2026
1	January 7, 2027	December 13, 2026	December 19, 2026
		December 20, 2026	December 26,2026