

SECTION:**PAYROLL****INDEX: I-2****SUBJECT:****CUT-OFF AND PAY DATES**

Issued by: People and Culture – Payroll Services

Replaces: December 1, 2024

Effective Date: December 1, 2025

Processing 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. Information received after the deadline will NOT be processed until the next pay date. **Please look for early cut-off dates as they are not indicated below any longer.**

Pay	Pay Date	Cut-Off Date
1	08-Jan-2026	15-Dec-2025
2	22-Jan-2026	09-Jan-2026
3	05-Feb-2026	23-Jan-2026
4	19-Feb-2026	05-Feb-2026
5	05-Mar-2026	20-Feb-2026
6	19-Mar-2026	06-Mar-2026
7	02-Apr-2026	20-Mar-2026
8	16-Apr-2026	01-Apr-2026
9	30-Apr-2026	17-Apr-2026
10	14-May-2026	01-May-2026
11	28-May-2026	14-May-2026
12	11-Jun-2026	29-May-2026
13	25-Jun-2026	12-Jun-2026
14	09-Jul-2026	25-Jun-2026
15	23-Jul-2026	10-Jul-2026
16	06-Aug-2026	23-Jul-2026
17	20-Aug-2026	07-Aug-2026
18	03-Sept-2026	21-Aug-2026
19	17-Sept-2026	03-Sept-2026
20	01-Oct-2026	17-Sept-2026
21	15-Oct-2026	01-Oct-2026
22	29-Oct-2026	16-Oct-2026
23	12-Nov-2026	29-Oct-2026
24	26-Nov-2026	13-Nov-2026
25	10-Dec-2026	TBD
26	24-Dec-2026	TBD
1	07-Jan-2027	TBD

***Cut-off date is FRIDAY at 5:00 PM unless otherwise indicated**

***(4:30 PM during summer hours)**

****TBD- when Holiday schedule has been confirmed this will be updated****