

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

Issued by: People and Culture – Payroll Services

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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. Information received after the deadline will NOT be processed until the next pay date.

<u>Pay Period</u>	<u>Pay Date</u>	<u>Cut-Off Date</u>	
1	12-Jan-2023	16-Dec-2022	<b>Early Cut-Off</b>
2	26-Jan-2023	13-Jan-2023	
3	09-Feb-2023	27-Jan-2023	
4	23-Feb-2023	09-Feb-2023	<b>Early Cut-Off</b>
5	09-Mar-2023	24-Feb-2023	
6	23-Mar-2023	10-Mar-2023	
7	06-Apr-2023	24-Mar-2023	
8	20-Apr-2023	05-Apr-2023	<b>Early Cut-Off</b>
9	04-May-2023	21-Apr-2023	
10	18-May-2023	05-May-2023	
11	01-Jun-2023	18-May-2023	<b>Early Cut-Off</b>
12	15-Jun-2023	02-Jun-2023	
13	29-Jun-2023	16-Jun-2023	
14	13-Jul-2023	29-Jun-2023	<b>Early Cut-Off</b>
15	27-Jul-2023	14-Jul-2023	
16	10-Aug-2023	27-Jul-2023	<b>Early Cut-Off</b>
17	24-Aug-2023	11-Aug-2023	
18	07-Sept-2023	24-Aug-2023	<b>Early Cut-Off</b>
19	21-Sept-2023	08-Sept-2023	
20	05-Oct-2023	21-Sept-2023	<b>Early Cut-Off</b>
21	19-Oct-2023	05-Oct-2023	<b>Early Cut-Off</b>
22	02-Nov-2023	20-Oct-2023	
23	16-Nov-2023	02-Nov-2023	<b>Early Cut-Off</b>
24	30-Nov-2023	17-Nov-2023	
25	14-Dec-2023	30-Nov-2023	<b>Early Cut-Off</b>
26	28-Dec-2023	08-Dec-2023	<b>Early Cut-Off</b>
1	11-Jan-2024	18-Dec-2023	<b>Early Cut-Off</b>

**\*Cut-off date is FRIDAY at 5:00 PM unless otherwise indicated  
(4:30 PM during summer hours)**