

**2012 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE** Page 1 of 5

TIMESHEET PAY PERIOD END DATES AND PAYDAYS

Pay Period	HOURLY TIMESHEETS 2 WEEKS ENDING SATURDAY	SALARY TIMESHEETS 2 WEEKS ENDING SATURDAY	SALARY 2 WEEKS ENDING SATURDAY	All TIMESHEETS DUE FRIDAY 4:30pm	Pay Week PAYDAY FRIDAY
1	07-Jan	31-Dec	14-Jan	6-Jan	13-Jan
2	21-Jan	14-Jan	28-Jan	20-Jan	27-Jan
3	04-Feb	28-Jan	11-Feb	3-Feb	10-Feb
4	18-Feb	11-Feb	25-Feb	17-Feb	24-Feb
5	03-Mar	25-Feb	10-Mar	2-Mar	09-Mar
6	17-Mar	10-Mar	24-Mar	16-Mar	23-Mar
7***	31-Mar	24-Mar	07-Apr	30-Mar	Thursday 5-Apr
8	14-Apr	07-Apr	21-Apr	13-Apr	20-Apr
9	28-Apr	21-Apr	05-May	27-Apr	04-May
10	12-May	05-May	19-May	11-May	18-May
11	26-May	19-May	02-Jun	25-May	01-Jun
12	09-Jun	02-Jun	16-Jun	08-Jun	15-Jun
13	23-Jun	16-Jun	30-Jun	22-Jun	29-Jun
14	07-Jul	30-Jun	14-Jul	6-Jul	13-Jul
15	21-Jul	14-Jul	28-Jul	20-Jul	27-Jul
16	04-Aug	28-Jul	11-Aug	3-Aug	10-Aug
17	18-Aug	11-Aug	25-Aug	17-Aug	24-Aug
18	01-Sep	25-Aug	08-Sep	31-Aug	07-Sep
19	15-Sep	08-Sep	22-Sep	14-Sep	21-Sep
<i>October is Canada Savings Bond Month</i>					
20	29-Sep	22-Sep	06-Oct	28-Sep	5-Oct
21	13-Oct	06-Oct	20-Oct	12-Oct	19-Oct
22	27-Oct	20-Oct	03-Nov	26-Oct	02-Nov
23	10-Nov	03-Nov	17-Nov	09-Nov	16-Nov
24	24-Nov	17-Nov	01-Dec	23-Nov	30-Nov
25	08-Dec	01-Dec	15-Dec	7-Dec	14-Dec
26	22-Dec	15-Dec	29-Dec	21-Dec	28-Dec

IF YOU REQUIRE MORE INFORMATION OR ASSISTANCE PLEASE CALL OR EMAIL:

Research Accounting 24707	Specific Purpose 24877 or 23054	Human Resources 23237	VP Academic 24637 or 25681	PAYROLL 24839 or 28486 E: PAYROLL@SFU.CA
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**2012 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE** Page 2 of 5

***** PAY DAY – STATUTORY HOLIDAY PAYDAY MOVED UP BY ONE DAY TO THURSDAY
NOTE: ** THURSDAY APRIL 05, 2012**

- Cutoff Week Monday** of the **Bi-Weekly** Payroll cycle **APPOINTMENT FORMS** are due by **4:00 PM**
 - FPP4's / Research Appointments for **Fund 30** series to Research Accounting.
 - FPP4s for **Fund 13 and Fund 20** series to Specific Purpose Accounting
 - TSSU FPP4s for Fund 11 directly to Payroll

- Cutoff Week Wednesday** of the **Bi-Weekly** Payroll cycle **APPOINTMENT FORMS** are due by **4:00PM**
 - PARs to Human Resources
 - Fund 11 Special Payments, Additional Pay and Honorariums

- Cutoff Week Thursday** of the **Bi-Weekly** Payroll cycle **e-APPOINTMENT** are due by **12:00Noon**
 - TSU e-Appointment Spring Semester Up-Load to Briefcase***

- First Friday** of the **Bi-Weekly** Payroll cycle **TIMESHEETS** to be **Completed / Approved** by **4:00PM**
(To ensure the continuity of completing this task, please have a back-up timekeeper.)

☞ **TIMESHEETS FOR HOURLY EMPLOYEES** who work on **SATURDAY** of the cutoff week.

TIMEKEEPING OPTIONS:

- (1) Time may be entered and approved up to Sunday 12:00 Midnight of the cut-off week.
- OR
- (2) Time can be estimated and approved on Friday, then adjusted (*if necessary*) on the next pay period timesheet.

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**2012 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE** Page 3 of 5

<i>E-APPOINTMENT SEMESTER CODE</i>	<i>2012 SEMESTER TERM</i>
1121	Spring (Jan-Apr 2012)
1124	Summer (May-Aug 2012)
1127	Fall (Sept-Dec 2012)

<u>2012 SEMESTER TERM PAYROLL DATES</u>		
January 02 – April 27, 2012	Spring Semester	8.5 Pay Periods
April 30 – June 22, 2011	<i>TSU Intersession</i>	4 Pay Periods
Apr 30, – August 24, 2012	Summer Semester	8.5 Pay Periods
July 02 – August 24, 2012	<i>TSU Summer Session</i>	4 Pay Periods
August 27 - December 21, 2012	Fall Semester	8.5 Pay Periods

<u>2012 COMMON DATES AND PAY PERIODS</u>		
September 01, 2011 – April 30, 2012	Fall/Spring Semester	17.3 Pay Periods
January 01 – December 29, 2012	2012 Pay Year	26 Pay Periods
January 01 – April 30, 2012	Spring Semester	8.6 Pay Periods
May 01 – August 31, 2012	Summer Semester	8.9 Pay Periods
September 01 – December 31, 2012	Fall Semester	8.6 Pay Periods

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**2012 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE** Page 4 of 5

****** DECEMBER 30, 2011 PAY DAY ~ EARLY CUT-OFF ******

 Payroll manual cheques (if any) will be mailed to the home address.

DECEMBER 2011 – PAYROLL YEAR-END AND JANUARY 2012 YEAR BEGIN SCHEDULE

APPOINTMENTS *****EARLY CUTOFF – DECEMBER 30 - PAYDAY**

ACTION ITEM	*** December 30, 2011 Payday Forms Due by: 4:00PM	January 13, 2012 Payday Forms Due by: 4:00PM
FPP4 Fund 30 to Research Accounting	Monday, December 12, 2011	Wednesday , December 21, 2011
PAR's to Human Resources	Monday, December 12, 2011	Wednesday , December 21, 2011
FPP4 Fund 13/20 to Specific Purpose	Monday, December 12, 2011	Wednesday , December 21, 2011
TSU Paper FPP4 - Fund 11 to Payroll	Wednesday, December 14, 2011	Wednesday , January 04, 2012
 e-Appointment Semester Start Briefcase Load		Thursday, January 5, 2012 12:00 noon

TIMESHEETS *****EARLY CUTOFF – DECEMBER 31 - PAYDAY**

ACTION ITEM	*** December 30, 2011 Payday Timesheets Due by: 4:00PM	January 13, 2012 Payday Timesheets Due by: 4:00PM
TIMESHEETS	Friday, December 16, 2011	Friday, January 06, 2012

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**2012 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE** Page 5 of 5

MARCH 2012 – PAYROLL FISCAL YEAR-END SCHEDULE

APPOINTMENTS

ACTION ITEM	March 23, 2012 Payday Forms Due by: 4:00PM
FPP4's Fund 30 Research Accounting	Friday, March 09, 2012
PAR's to Human Resources	Friday, March 09, 2012
FPP4s Fund 13 & Fund 20 Specific Purpose Funds	Friday, March 09, 2012
FPP4s for Fund 11 Directly to Payroll	Wednesday, March 14, 2012
TSSU Directly to Payroll	Wednesday, March 14, 2012

TIMESHEETS

ACTION ITEM	March 23, 2012 Payday Due by: 4:00PM
TIMESHEETS	Friday, March 16, 2012

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