## Timesheet Pay Period End Dates and Paydays

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Hourly Timesheets 2 Weeks Ending Saturday</th>
<th>Salary Timesheets 2 Weeks Ending Saturday</th>
<th>Salary 2 Weeks Ending Saturday</th>
<th>All Timesheets Due Friday 4:30pm</th>
<th>Pay Week Payday Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02-Jan</td>
<td>26-Dec</td>
<td>9-Jan</td>
<td>31-Dec</td>
<td>08-Jan</td>
</tr>
<tr>
<td>2</td>
<td>16-Jan</td>
<td>9-Jan</td>
<td>23-Jan</td>
<td>15-Jan</td>
<td>22-Jan</td>
</tr>
<tr>
<td>3</td>
<td>30-Jan</td>
<td>23-Jan</td>
<td>06-Feb</td>
<td>29-Jan</td>
<td>05-Feb</td>
</tr>
<tr>
<td>4</td>
<td>13-Feb</td>
<td>06-Feb</td>
<td>20-Feb</td>
<td>12-Feb</td>
<td>19-Feb</td>
</tr>
<tr>
<td>5</td>
<td>27-Feb</td>
<td>20-Feb</td>
<td>05-Mar</td>
<td>26-Feb</td>
<td>04-Mar</td>
</tr>
<tr>
<td>6</td>
<td>12-Mar</td>
<td>05-Mar</td>
<td>19-Mar</td>
<td>11-Mar</td>
<td>18-Mar</td>
</tr>
<tr>
<td>7</td>
<td>26-Mar</td>
<td>19-Mar</td>
<td>02-Apr</td>
<td>24-Mar</td>
<td>1-Apr</td>
</tr>
<tr>
<td>8</td>
<td>09-Apr</td>
<td>02-Apr</td>
<td>16-Apr</td>
<td>8-Apr</td>
<td>15-Apr</td>
</tr>
<tr>
<td>9</td>
<td>23-Apr</td>
<td>16-Apr</td>
<td>30-Apr</td>
<td>22-Apr</td>
<td>29-Apr</td>
</tr>
<tr>
<td>10</td>
<td>07-May</td>
<td>30-Apr</td>
<td>14-May</td>
<td>06-May</td>
<td>13-May</td>
</tr>
<tr>
<td>11</td>
<td>21-May</td>
<td>14-May</td>
<td>28-May</td>
<td>20-May</td>
<td>27-May</td>
</tr>
<tr>
<td>12</td>
<td>04-Jun</td>
<td>28-May</td>
<td>11-Jun</td>
<td>03-Jun</td>
<td>10-Jun</td>
</tr>
<tr>
<td>13</td>
<td>18-Jun</td>
<td>11-Jun</td>
<td>25-Jun</td>
<td>17-Jun</td>
<td>24-Jun</td>
</tr>
<tr>
<td>14</td>
<td>02-Jul</td>
<td>25-Jun</td>
<td>09-Jul</td>
<td>30-Jun</td>
<td>08-Jul</td>
</tr>
<tr>
<td>15</td>
<td>16-Jul</td>
<td>09-Jul</td>
<td>23-Jul</td>
<td>15-Jul</td>
<td>22-Jul</td>
</tr>
<tr>
<td>16</td>
<td>30-Jul</td>
<td>23-Jul</td>
<td>06-Aug</td>
<td>29-Jul</td>
<td>05-Aug</td>
</tr>
<tr>
<td>17</td>
<td>13-Aug</td>
<td>06-Aug</td>
<td>20-Aug</td>
<td>12-Aug</td>
<td>19-Aug</td>
</tr>
<tr>
<td>18</td>
<td>27-Aug</td>
<td>20-Aug</td>
<td>03-Sep</td>
<td>26-Aug</td>
<td>02-Sep</td>
</tr>
<tr>
<td>19</td>
<td>10-Sep</td>
<td>03-Sep</td>
<td>17-Sep</td>
<td>09-Sep</td>
<td>16-Sep</td>
</tr>
</tbody>
</table>

October is Canada Savings Bond Month

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Hourly Timesheets 2 Weeks Ending Saturday</th>
<th>Salary Timesheets 2 Weeks Ending Saturday</th>
<th>Salary 2 Weeks Ending Saturday</th>
<th>All Timesheets Due Friday 4:30pm</th>
<th>Pay Week Payday Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>24-Sep</td>
<td>17-Sep</td>
<td>01-Oct</td>
<td>23-Sep</td>
<td>30-Sep</td>
</tr>
<tr>
<td>23</td>
<td>05-Nov</td>
<td>29-Oct</td>
<td>12-Nov</td>
<td>04-Nov</td>
<td>10-Nov* Thurs pay day</td>
</tr>
<tr>
<td>24</td>
<td>19-Nov</td>
<td>12-Nov</td>
<td>26-Nov</td>
<td>18-Nov</td>
<td>25-Nov</td>
</tr>
<tr>
<td>25</td>
<td>03-Dec</td>
<td>26-Nov</td>
<td>10-Dec</td>
<td>02-Dec</td>
<td>09-Dec</td>
</tr>
<tr>
<td>26</td>
<td>17-Dec</td>
<td>16-Dec</td>
<td>24-Dec</td>
<td>16-Dec</td>
<td>23-Dec</td>
</tr>
</tbody>
</table>

If you require more information or assistance please call or email:

- Research Accounting 28092
- Specific Purpose 24877 or 23054
- Human Resources 23237
- VP Academic 24637 or 25681
- Payroll 24839 or 28486
  E: Payroll@sfu.ca
Deadline for receipt of Payroll Appointment Form (PAF) is 4:00PM on the First Monday of Biweekly Payroll Cycle

- PAF’s / Research Appointments for **Fund 25 and 30** series to Research Accounting
- PAF’s for **Fund 13 and Fund other 20** series to Specific Purpose Accounting
- TSSU PAF’s for Fund 11 directly to Payroll

Deadline for receipt of PAR’s is 4:00PM on the First Wednesday of Biweekly Payroll Cycle

- PARs to Human Resources
- Fund 11 Special Payments, Additional Pay and Honorariums submitted directly to Payroll

Deadline for receipt of E-APPOINTMENT is 12:00 noon on first Thursday of Biweekly Payroll Cycle

- **TSU E-Appointment Semester Start Briefcase Load**

Deadline for TIMESHEETS to be Completed /Approved is by 4:00pm on the first Friday of Biweekly Payroll Cycle

*(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.

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

<table>
<thead>
<tr>
<th>Research Accounting</th>
<th>Specific Purpose</th>
<th>Human Resources</th>
<th>VP Academic</th>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>28092</td>
<td>24877 or 23054</td>
<td>23237</td>
<td>24637 or 25681</td>
<td>24839 or 28486</td>
</tr>
</tbody>
</table>

E: **PAYROLL@SFU.CA**
## E-Appointment Semester Code

<table>
<thead>
<tr>
<th>E-Appointment Semester Code</th>
<th>2016 Semester Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1161</td>
<td>Spring (Jan-Apr 2016)</td>
</tr>
<tr>
<td>1164</td>
<td>Summer (May-Aug 2016)</td>
</tr>
<tr>
<td>1167</td>
<td>Fall (Sept-Dec 2016)</td>
</tr>
</tbody>
</table>

## 2016 Semester Term Payroll Dates

<table>
<thead>
<tr>
<th>Payroll Dates</th>
<th>2016 Payroll Term</th>
<th>Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 28 – April 22, 2016</td>
<td>Spring Semester</td>
<td>8.5 Pay Periods</td>
</tr>
<tr>
<td>April 25 – June 17, 2016</td>
<td>TSU Intersession</td>
<td>4 Pay Periods</td>
</tr>
<tr>
<td>Apr 25, – August 19, 2016</td>
<td>Summer Semester</td>
<td>8.5 Pay Periods</td>
</tr>
<tr>
<td>June 27 – August 19, 2016</td>
<td>TSU Summer Session</td>
<td>4 Pay Periods</td>
</tr>
<tr>
<td>August 29 - December 23, 2016</td>
<td>Fall Semester</td>
<td>8.5 Pay Periods</td>
</tr>
</tbody>
</table>

If you require more information or assistance please call or email:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Numbers</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>28092</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific Purpose</td>
<td>24877 or 23054</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>23237</td>
<td></td>
</tr>
<tr>
<td>VP Academic</td>
<td>24637 or 25681</td>
<td></td>
</tr>
<tr>
<td>VP Payroll</td>
<td>24839 or 28486</td>
<td><a href="mailto:PAYROLL@SFU.CA">PAYROLL@SFU.CA</a></td>
</tr>
</tbody>
</table>
****THURSDAY DECEMBER 24, 2015 PAY DAY -- EARLY CUT-OFF*****

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

---

**DECEMBER 2015 – PAYROLL YEAR-END AND JANUARY 2016 YEAR BEGIN SCHEDULE**

**APPOINTMENTS —***EARLY CUTOFF — DECEMBER 24 — PAYDAY AND FIRST PAY IN JANUARY**

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>*** December 24, 2015 Payday Forms Due by: 4:00PM</th>
<th>January 08, 2016 Payday Forms Due by: 4:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF’s to Research Accounting</td>
<td>Thursday, December 10, 2015</td>
<td>Thursday, December 17, 2015</td>
</tr>
<tr>
<td>PAR’s to Human Resources</td>
<td>Thursday, December 10, 2015</td>
<td>Thursday, December 17, 2015</td>
</tr>
<tr>
<td>PAF’s to Specific Purpose</td>
<td>Thursday, December 10, 2015</td>
<td>Thursday, December 17, 2015</td>
</tr>
<tr>
<td>TSU Paper PAF - Fund 11 to Payroll</td>
<td>Tuesday, December 15, 2015</td>
<td><strong>Wednesday, December 23, 2015</strong></td>
</tr>
</tbody>
</table>

- **e-Appointment Semester Start Briefcase Load**
  - Thursday, December 24, 2015

---

**TIMESHEETS —***CUTOFF — DECEMBER 24 — PAYDAY AND FIRST PAY IN JANUARY**

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>*** December 24, 2015 Payday Timesheets Due by: 4:00PM</th>
<th>January 08, 2016 Payday Timesheets Due by: 4:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMESHEETS</td>
<td>Friday, December 18, 2015</td>
<td>Thursday, December 31, 2015</td>
</tr>
</tbody>
</table>

---

If you require more information or assistance please call or email:

<table>
<thead>
<tr>
<th>Research Accounting 28092</th>
<th>Specific Purpose 24877 or 23054</th>
<th>Human Resources 23237</th>
<th>VP Academic 24637 or 25681</th>
<th>PAYROLL 24839 or 28486</th>
</tr>
</thead>
<tbody>
<tr>
<td>E: <a href="mailto:PAYROLL@SFU.CA">PAYROLL@SFU.CA</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# MARCH 2016 – PAYROLL FISCAL YEAR-END SCHEDULE

## APPOINTMENTS

<table>
<thead>
<tr>
<th>Action Item</th>
<th>March 18, 2016 Payday Forms Due by: 4:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF’s Research Accounting</td>
<td>Friday, March 04, 2016</td>
</tr>
<tr>
<td>PAR’s to Human Resources</td>
<td>Friday, March 04, 2016</td>
</tr>
<tr>
<td>PAF’s Specific Purpose Funds</td>
<td>Friday, March 04, 2016</td>
</tr>
<tr>
<td>PAF’s for Fund 11 Directly to Payroll</td>
<td>Wednesday, March 09, 2016</td>
</tr>
<tr>
<td>TSSU Directly to Payroll</td>
<td>Wednesday, March 09, 2016</td>
</tr>
</tbody>
</table>

## TIMESHEETS

<table>
<thead>
<tr>
<th>Action Item</th>
<th>March 18, 2016 Payday Due by: 4:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMESHEETS</td>
<td>Friday, March 11, 2016</td>
</tr>
</tbody>
</table>

If you require more information or assistance please call or email:

- Research Accounting: 28092
- Specific Purpose: 24877 or 23054
- Human Resources: 23237
- VP Academic: 24637 or 25681
- Payroll: 24839 or 28486
- E: PAYROLL@SFU.CA