TIMESHEET PAY PERIOD END DATES AND PAYDAYS

** Early cut off for Payroll Processing due to Statutory Holiday, Semester Start or Fiscal Year End
* Payroll forms such as:
  - PAF- Payroll Appointment Form (Specific Purpose)
  - Additional Pay Forms (Human Resources, Faculty Relations)
  - Overload Teaching Contract (Faculty Relations)
- must therefore be submitted to the approving department with sufficient lead time to allow them to review, approve
  and send the approved forms to Payroll Office by the deadline dates.

<table>
<thead>
<tr>
<th>PAYDAY Friday</th>
<th>Salary Pay Period End Date</th>
<th>Hourly Pay Period End Date</th>
<th>Approved forms to Payroll office PAF's, TSU, Add Pay DUE Monday 4:00pm</th>
<th>TIMESHEETS DUE Friday 4:00pm</th>
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<td>2-Dec**</td>
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</table>
**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.

*(To ensure the continuity of completing this task, please have a back-up timekeeper.)*

Note: Current timesheets due Friday are closed on Sunday 12:00 Midnight and the new one for the next payday is opened on Tuesday.

**TSSU APPOINTMENT FORMS AND E-APPOINTMENT**

Receipt of files earlier than the posted deadlines is greatly appreciated. Due date shown below is for the first pay of the specific semester and thereafter, follow the usual bi-weekly cut-off as follows.

**Deadline** for receipt of Paper TSU form is 4:00 pm on Monday of first Biweekly Payroll Cycle

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

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**NEW Earlier Submission Dates for Semester Starts**

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<th><strong>2022 SEMESTER TERM PAYROLL DATES</strong></th>
<th><strong>PAPER TSU DIRECTLY TO PAYROLL</strong></th>
<th><strong>E-APPOINTMENT DIRECTLY TO PAYROLL</strong></th>
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<tr>
<td>January 3 - April 29, 2022</td>
<td>Spring Semester 1221</td>
<td>8.5 Pay Periods</td>
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<tr>
<td>May 9 – July 1, 2022</td>
<td>Intersession</td>
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<td>Summer Session</td>
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**If you require more information or assistance please call or email:**

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<tr>
<th>Specific Purpose/Fin 24877 or 23757</th>
<th>Human Resources 23237</th>
<th>Faculty Relations 24637 or 25681</th>
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<td><strong>E:</strong> <a href="mailto:PAYROLL@sfu.ca">PAYROLL@sfu.ca</a></td>
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### 2021 Final Quarter Dates

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<th>Salary Pay Period</th>
<th>PAF's for Fund 11 and Paper TSU Directly to Payroll Office</th>
<th>TIMESHEETS DUE</th>
<th>HOURLY TIMESHEETS Days reported</th>
<th>SALARY TIMESHEETS Exception Reporting</th>
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<td>Friday 4:00pm</td>
<td>Friday 4:00pm</td>
<td>DUE Wednesday 4:00pm</td>
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**Early timesheet deadline due to early processing**

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