

**2021**

## Bi-weekly

**Payroll Deadlines, Pay Periods, and Pay Dates**

|  |
| --- |
| 2021 |
| Must Be Received in**Human Resources by Noon****& Approved on EmpCenter** | For the Hours Worked**During this Period** | For Cheque to be **Ready by this Pay Date** |
| January 5 | Dec 19/20 - January 1/21 | January 15 |
| January 19 | January 2-15 | January 29 |
| February 2 | January 16 – 29 | February 12 |
| February 16 | January 30 – February 12 | February 26 |
| March 2 | February 13-26 | March 12 |
| March 16 | February 27 – March 12 | March 26 |
| March 30 | March 13 – 26 | April 9 |
| April 13 | March 27 - April 9 | April 23 |
| April 27 | April 10 – 23 | May 7 |
| May 11 | April 24 – May 7 | May 21 |
| May 25 | May 8 – 21 | June 4 |
| June 8 | May 22 – June 4 | June 18 |
| June 22 | June 5 – 18 | July 2 |
| July 6 | June 19 – July 2 | July 16 |
| July 20  | July 3 – 16 | July 30 |
| August 3 | July 17 – 30 | August 13 |
| August 17 | July 31 – August 13 | August 27 |
| August 31 | August 14 – 27 | September 10 |
| September 14 | August 28 - September 10 | September 24 |
| September 28 | September 11 – 24 | October 8 |
| October 12 | September 25 – October 8 | October 22 |
| October 26 | October 9 – 22 | November 5 |
| November 9 | October 23 – November 5 | November 19 |
| November 22 (by 4:30)\* | November 6 – 19 | December 3 |
| December 3 (by 4:30)\* | November 20 – December 3 | December 17 |
| December 13 (by 4:30)\* | December 4 – 17 | December 31, 2021 |
| January 4, 2022 | December 18 – 31 | January 14, 2022 |
| January 18, 2022 | January 1 – 14, 2022 | January 28, 2022 |
|  |  |  |
|  |  |  |
|  |  |  |

***\* Please note these dates as they have been adjusted to accommodate either a***

 ***Statutory holiday or the Christmas break.***