2021 Timecard Deadline Calendar

All new in-scope employees and position changes must begin at the start of a pay period.
All timecards must be **submitted** by employees and **approved** by managers by 5 p.m. on the timecard deadline.

Legend

Pay Period Start	B1* Timecard Deadline
Pay Period End	B2* Timecard Deadline

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31 B2 Deadline	1	2 Pay Period End
3 Pay Period Start	4 B1 Deadline	5	6	7	8 B1 Paydate B2 Paydate	9
10	11	12	13	14 B2 Deadline	15	16 Pay Period End
17 Pay Period Start	18 B1 Deadline	19	20	21	22 B1 Paydate B2 Paydate	23
24	25	26	27	28 B2 Deadline	29 M1 Paydate	30 Pay Period End

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Pay Period Start	1 B1 Deadline	2	3	4	5 B1 Paydate B2 Paydate	6
7	8	9	10	11 B2 Deadline	12	13 Pay Period End
14 Pay Period Start	15 STAT B1 Deadline	16	17	18	19 B1 Paydate B2 Paydate	20
21	22	23	24	25 B2 Deadline	26 M1 Paydate	27 Pay Period End
28 Pay Period Start						

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 B1 Deadline	2	3	4	5 B1 Paydate B2 Paydate	6
7	8	9	10	11 B2 Deadline	12	13 Pay Period End
14 Pay Period Start	15 B1 Deadline	16	17	18	19 B1 Paydate B2 Paydate	20
21	22	23	24	25 B2 Deadline** TBD	26	27 Pay Period End
28 Pay Period Start	29 B1 Deadline** TBD	30	31 M1 Paydate			

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 B1 Paydate B2 Paydate	2 STAT	3
4	5	6	7	8 B2 Deadline** TBD	9	10 Pay Period End
11 Pay Period Start	12 B1 Deadline** TBD	13	14	15	16 B1 Paydate B2 Paydate	17
18	19	20	21	22 B2 Deadline	23	24 Pay Period End
25 Pay Period Start	26 B1 Deadline	27	28	29	30 B1 Paydate B2 Paydate M1 Paydate	1

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6 B2 Deadline	7	8 Pay Period End
9 Pay Period Start	10 B1 Deadline	11	12	13	14 B1 Paydate B2 Paydate	15
16	17	18	19	20 B2 Deadline	21	22 Pay Period End
23 Pay Period Start	24 B1 Deadline STAT	25	26	27	28 B1 Paydate B2 Paydate	29
30	31					

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 B2 Deadline	4	5 Pay Period End
6 Pay Period Start	7 B1 Deadline	8	9	10	11 B1 Paydate B2 Paydate	12
13	14	15	16	17 B2 Deadline	18	19 Pay Period End
20 Pay Period Start	21 B1 Deadline	22	23	24	25 B1 Paydate B2 Paydate	26
27	28	29	30 M1 Paydate			

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 B2 Deadline STAT	2 STAT	3 Pay Period End
4 Pay Period Start	5 B1 Deadline	6	7	8	9 B1 Paydate B2 Paydate	10
11	12	13	14	15 B2 Deadline	16	17 Pay Period End
18 Pay Period Start	19 B1 Deadline	20	21	22	23 B1 Paydate B2 Paydate	24
25	26	27	28	29 B2 Deadline	30 M1 Paydate	31 Pay Period End

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Pay Period Start	2 STAT B1 Deadline	3	4	5	6 B1 Paydate B2 Paydate	7
8	9	10	11	12 B2 Deadline	13	14 Pay Period End
15 Pay Period Start	16 B1 Deadline	17	18	19	20 B1 Paydate B2 Paydate	21
22	23	24	25	26 B2 Deadline	27	28 Pay Period End
29 Pay Period Start	30 B1 Deadline	31 M1 Paydate				

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 B1 Paydate B2 Paydate	4
5	6 STAT	7	8	9 B2 Deadline	10	11 Pay Period End
12 Pay Period Start	13 B1 Deadline	14	15	16	17 B1 Paydate B2 Paydate	18
19	20	21	22	23 B2 Deadline	24	25 Pay Period End
26 Pay Period Start	27 B1 Deadline	28	29 M1 Paydate	30		

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 B1 Paydate B2 Paydate	2
3	4	5	6	7 B2 Deadline	8	9 Pay Period End
10 Pay Period Start	11 STAT B1 Deadline	12	13	14	15 B1 Paydate B2 Paydate	16
17	18	19	20	21 B2 Deadline	22	23 Pay Period End
24 Pay Period Start	25 B1 Deadline	26	27	28	29 B1 Paydate B2 Paydate M1 Paydate	30

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4 B2 Deadline	5 *B1 Deadline	6 Pay Period End
7 Pay Period Start	8	9	10	11 STAT	12 B1 Paydate B2 Paydate	13
14	15	16	17	18 B2 Deadline	19	20 Pay Period End
21 Pay Period Start	22 B1 Deadline	23	24	25	26 B1 Paydate B2 Paydate	27
28	29	30 M1 Paydate	31			

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 B2 Deadline	3	4 Pay Period End
5 Pay Period Start	6 B1 Deadline	7	8	9	10 B1 Paydate B2 Paydate	11
12	13	14	15	16 B2 Deadline	17	18 Pay Period End
19 Pay Period Start	20 B1 Deadline	21	22	23	24 STAT B1 Paydate B2 Paydate	25
26	27 STAT	28	29	30	31 M1 Paydate STAT	

*B1 - Term, Part-time and Labour Service employees
*B2 - Permanent full-time employees
*M1 - Out-of-scope and CUPE employees

** See Communication regarding Fiscal Year End Timecard Requirements.

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Saskatchewan