

# 2020 Bi-Weekly Payroll Schedules and Deadlines

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

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

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

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

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

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

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

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

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

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

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

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

\*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.