



January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year
2	3 Timesheet Lock 8:00 am Dec 16-31, 2021 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	4 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	5 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	6 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	7	8
9	10 Pay Day Dec 16-31, 2021	11 Hire/Change/Termination (TBH) for Jan 1-15 pay	12 Off Cycle Run	13 Scholarship Entry Deadline for January	14	15
16	17 Award Post Deadline for January HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Jan 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22
23	24	25 Pay Day Jan 1-15, 2022 Hire/Change/Termination (TBH) for Jan 16-31 pay	26 Load Riyals-Qatar	27 Missed Scholarship Deadline for January Off Cycle Run	28	29
30	31 Parking/Donations, Campus Rec and Award Post Deadline for January HR PPS Retro Deadline by end of day					

Legend
Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
Timesheet Approval: All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.
Hire/Termination/Change Information & Payroll Forms Cutoff: All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's
Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline: As of 4:00 p.m. entering must be complete.
Scholarship Approval - 4:00 pm
HR PPS (People Process and Solutions) Retro processing deadline is end of day.
*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca



UNIVERSITY OF CALGARY

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Timesheet Lock 8:00 am Jan 16-31, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	4 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	
6	7	8	9	10 Pay Day Jan 16-31, 2022 Hire/Change/Termination (TBH) for Feb 1-15 pay	11	12
13	14 Scholarship Entry Deadline for February Off Cycle Run	15	16 Award Post Deadline for February HR PPS Retro Deadline by end of day	17 Timesheet Lock 8:00 am Feb 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	18 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	19
20	21 Family Day	22 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	23 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload Hire/Change/Termination (TBH) for Feb 16-28 pay	24 Missed Scholarship Deadline for February	25 Pay Day Feb 1-15, 2022	26
27	28 Parking/Donations, Campus Rec and Award Post Deadline for February HR PPS Retro Deadline by end of day Load Riyals-Qatar					

Legend

Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
Timesheet Approval: All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.
Hire/Termination/Change Information & Payroll Forms Cutoff: All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's
Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline: As of 4:00 p.m. entering must be complete.
Scholarship Approval - 4:00 pm
HR PPS (People Process and Solutions) Retro processing deadline is end of day.
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UNIVERSITY OF CALGARY

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Timesheet Lock 8:00 am Feb 16-28, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load Off Cycle Run	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	4 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	5
6	7	8	9	10 Pay Day Feb 16-28, 2022	11 Hire/Change/Termination (TBH) for Mar 1 - 15 pay	12
13	14 Off Cycle Run	15 Scholarship Entry Deadline for March	16	17 Award Post Deadline for March HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Mar 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19
20	21 Hire, Change and Termination Lockout Including Sessional and Grad TBH (Mar. 1-15/22) Retro Accounting Scholarship Load	22 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated, Dist Act.	23 Timesheet Unlock 8 am Hire, Change and Termination Unlock Hire/Change/Termination (TBH) for Mar 16-31 pay GL Upload	24 Missed Scholarship Deadline for March	25 Pay Day Mar 1-15, 2022	26
27	28 Parking/Donations, Campus Rec and Award Post Deadline for March HR PPS Retro Deadline by end of day Load Riyals-Qatar	29 Timesheet Lock 8:00 am Mar 16-31, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load Off Cycle Run	30 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	31 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals GL Upload		

Legend

Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
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Scholarship Approval - 4:00 pm
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April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Timesheet Unlock 8 am Hire, Change and Termination Unlock	2
3	4	5	6	7 Hire/Change/Termination (TBH) for Apr 1-15 pay	8 Pay Day Mar 16-31, 2022	9
10	11 Scholarship Entry Deadline for April	12 Off Cycle Run	13 Award Post Deadline for April HR PPS Retro Deadline by end of day	14 Timesheet Lock 8:00 am Apr 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	15 Good Friday	16
17	18 Easter Monday	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22	23
24	25 Pay Day Apr 1-15, 2022 Hire/Change/Termination (TBH) for Apr 16-30 pay	26 Load Riyals-Qatar	27 Missed Scholarship Deadline for April Off Cycle Run	28	29 Parking/Donations, Campus Rec and Award Post Deadline for April HR PPS Retro Deadline by end of day	30

Legend

- Hire/Change Lockout:**
As of 8:00 a.m. unable to process
any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
 - Timesheet Lock/Unlock:**
Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only
 - Timesheet Approval:**
All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.
 - Hire/Termination/Change Information & Payroll Forms Cutoff:**
All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's
 - Scholarship/Award Post/Parking/Donations & Campus Rec Deadline:**
As of 4:00 p.m. entering must be complete.
 - Scholarship Approval - 4:00 pm**
 - HR PPS (People Process and Solutions)**
Retro processing deadline is end of day.
- *Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca



May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Timesheet Lock 8:00 am Apr 16-30, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	4 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	5 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	6	7
8	9	10 Pay Day Apr 16 - 30, 2022 Hire/Change/Termination (TBH) for May 1-15 pay	11	12 Scholarship Entry Deadline for May Off Cycle Run	13	14
15	16 Award Post Deadline for May HR PPS Retro Deadline by end of day	17 Timesheet Lock 8:00 am May 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	18 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	19 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	20 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	21
22	23 Victoria Day	24	25 Pay Day May 1-15, 2022 Hire/Change/Termination (TBH) for May 16-31 pay	26 Load Riyals-Qatar	27 Missed Scholarship Deadline for May Off Cycle Run	28
29	30	31 Parking/Donations, Campus Rec and Award Post Deadline for May HR PPS Retro Deadline by end of day				

Legend

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Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
Timesheet Approval: All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.
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Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline: As of 4:00 p.m. entering must be complete.
Scholarship Approval - 4:00 pm
HR PPS (People Process and Solutions) Retro processing deadline is end of day.
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UNIVERSITY OF CALGARY

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Timesheet Lock 8:00 am May 16-31, 2022 Manager/Budget Owner Timesheet Approval 4pm Scholarship Approval Time & Labour Load	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	4
5	6 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	7	8	9	10 Pay Day May 16-31, 2022 Hire/Change/Termination (TBH) for Jun 1-15 pay	11
12	13	14 Scholarship Entry Deadline for June Off Cycle Run	15	16 Award Post Deadline for June HR PPS Retro Deadline by end of day	17 Timesheet Lock 8:00 am June 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	18
19	20 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	21 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	22 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	23 Hire/Change/Termination (TBH) for Jun 16-30 pay	24 Pay Day June 1-15, 2022	25
26	27 Missed Scholarship Deadline for June Load Riyals-Qatar	28 Off Cycle Run	29 Parking/Donations, Campus Rec and Award Post Deadline for June HR PPS Retro Deadline by end of day	30 Timesheet Lock 8:00 am June 16-30, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load		

Legend

Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
Timesheet Approval: All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.
Hire/Termination/Change Information & Payroll Forms Cutoff: All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's
Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline: As of 4:00 p.m. entering must be complete.
Scholarship Approval - 4:00 pm
HR PPS (People Process and Solutions) Retro processing deadline is end of day.
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July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Canada Day	2
3	4 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	5 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	6 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	7	8 Pay Day Jun 16-30, 2022	9
10	11 Hire/Change/Termination (TBH) for July 1-15 pay	12 Off Cycle Run	13 Scholarship Entry Deadline for July	14	15 Award Post Deadline for July HR PPS Retro Deadline by end of day	16
17	18 Timesheet Lock 8:00 am July 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22	23
24	25 Pay Day July 1-15, 2022 Hire/Change/Termination (TBH) for July 16-31 pay	26 Load Riyals-Qatar	27 Missed Scholarship Deadline for July Off Cycle Run	28	29 Parking/Donations, Campus Rec and Award Post Deadline for July HR PPS Retro Deadline by end of day	30
31						

Legend

Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
Timesheet Approval: All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.
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Scholarship Approval - 4:00 pm
HR PPS (People Process and Solutions) Retro processing deadline is end of day.
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UNIVERSITY OF CALGARY

August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Heritage Day	2 Timesheet Lock 8:00 am July 16-31, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	4 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	5 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	6
7	8	9	10 Pay Day July 16-31, 2022	11 Hire/Change/Termination (TBH) for Aug 1 -15 pay	12	13
14	15 Scholarship Entry Deadline for August Off Cycle Run	16	17 Award Post Deadline for August HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Aug 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20
21	22 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	23 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	24	25 Pay Day Aug 1-15, 2022 Hire/Change/Termination (TBH) for Aug 16-31 pay	26 Load Riyals-Qatar	27
28	29 Missed Scholarship Deadline for August Off Cycle Run	30	31 Parking/Donations, Campus Rec and Award Post Deadline for August HR PPS Retro Deadline by end of day			

Legend

- Hire/Change Lockout:**
As of 8:00 a.m. unable to process
any Hire/Rehire, Job Changes or Terminations
for employees in current pay. Including
Sessional & Grad TBH hires
 - Timesheet Lock/Unlock:**
Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only
 - Timesheet Approval:**
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for acknowledgement.
 - Hire/Termination/Change
Information & Payroll Forms Cutoff:**
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and Job Changes prior to 4:30, not just initiated
as of this date. (TBH = Template Base Hire)
excluded Sessional & Grad TBH's
 - Scholarship/Award Post/Parking/
Donations & Campus Rec Deadline:**
As of 4:00 p.m. entering must be complete.
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September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Timesheet Lock 8:00 am Aug 16-31, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3
4	5 Labour Day	6 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	7 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	8	9 Pay Day Aug 16-31, 2022 Hire/Change/Termination (TBH) for Sept 1-15 pay	10
11	12	13 Scholarship Entry Deadline for September Off Cycle Run	14	15 Award Post Deadline for September HR PPS Retro Deadline by end of day	16 Timesheet Lock 8:00 am Sept 1 - 15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	17
18	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22	23 Pay Day Sept 1-15, 2022 Hire/Change/Termination (TBH) for Sept 16-30 pay	24
25	26 Missed Scholarship Deadline for September Load Riyals-Qatar	27 Off Cycle Run	28 Parking/Donations, Campus Rec and Award Post Deadline for September HR PPS Retro Deadline by end of day	29 Timesheet Lock 8:00 am Sept 16-30, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	30	

Legend

- Hire/Change Lockout:**
As of 8:00 a.m. unable to process
any Hire/Rehire, Job Changes or Terminations
for employees in current pay. Including
Sessional & Grad TBH hires
 - Timesheet Lock/Unlock:**
Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only
 - Timesheet Approval:**
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 - Hire/Termination/Change
Information & Payroll Forms Cutoff:**
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 - Scholarship/Award Post/Parking/
Donations & Campus Rec Deadline:**
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 - Scholarship Approval - 4:00 pm**
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October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	4 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	5 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	6	7 Pay Day Sept 16-30, 2022	8
9	10 Thanksgiving Day	11 Hire/Change/Termination (TBH) for Oct 1-15 pay	12 Off Cycle Run	13 Scholarship Entry Deadline for October	14	15
16	17 Award Post Deadline for October HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Oct 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22
23	24	25 Pay Day Oct 1-15, 2022 Hire/Change/Termination (TBH) for Oct 16-31 pay	26 Load Riyals-Qatar	27 Missed Scholarship Deadline for October Off Cycle Run	28	29
30	31 Parking/Donations, Campus Rec and Award Post Deadline for October HR PPS Retro Deadline by end of day					

Legend

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any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
 - Timesheet Lock/Unlock:**
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As of 4:00 p.m. entering must be complete.
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November 2022

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Timesheet Lock 8:00 am Oct 16-31, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	4 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	5
6	7	8	9	10 Pay Day Oct 16-31, 2022 Hire/Change/Termination (TBH) for Nov 1 -15 pay	11 Remembrance Day	12
13	14	15 Scholarship Entry Deadline for November Off Cycle Run	16	17 Award Post Deadline for November HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Nov 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19
20	21 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	22 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	23 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	24 Hire/Change/Termination (TBH) for Nov 16-30 pay	25 Pay Day Nov 1-15, 2022	26
27	28 Missed Scholarship Deadline for November Load Riyals-Qatar	29 Off Cycle Run	30 Parking/Donations, Campus Rec and Award Post Deadline for November HR PPS Retro Deadline by end of day			

Legend

Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
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Scholarship Approval - 4:00 pm
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December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Timesheet Lock 8:00 am Nov 16-30, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	2 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	3
4	5 Salaried Recoveries Entered and Approved Pay Confirm - Pay 23 Bank Transmission Accruals Updated Distribute Actuals	6 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	7	8	9 Pay Day Nov 16-30, 2022 Hire/Change/Termination (TBH) for Dec 1 -15 pay	10
11	12	13 Scholarship Entry Deadline for December Off Cycle Run	14 Load Riyals-Qatar	15 Award Post Deadline for December HR PPS Retro Deadline by end of day	16 Timesheet Lock 8:00 am Dec 1-15, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	17
18	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH (Dec. 1-15/22) Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Hire/Change/Termination (TBH) for Dec 16-31 pay Pay Confirm - Pay 24 Bank Transmission Accruals Updated	21 Timesheet Unlock 8 am Hire, Change and Termination Unlock Load 2023 Tax updates in Prod-JN Load 2023 United Way	22 Create Paylines 2022 Off cycles Distribute Actuals noon 2023 Tax Changes - TB GL Upload	23 Pay Day Dec 1-15, 2022 Parking/Donations, Campus Rec, Missed Scholarship Deadline for December HR PPS Retro Deadline by end of day	24 Christmas Eve
25 Christmas Day	26 Boxing Day	27 In-Lieu of Christmas Day	28 Floater Day	29 Floater Day	30 In-Lieu of New Year's Day	31

Legend
Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
Timesheet Approval: All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.
Hire/Termination/Change Information & Payroll Forms Cutoff: All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's
Scholarship/Award Post/Parking/ Donations & Campus Rec Deadline: As of 4:00 p.m. entering must be complete.
Scholarship Approval - 4:00 pm
HR PPS (People Process and Solutions) Retro processing deadline is end of day.
*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca

* Please note, the Missed Scholarship Deadline for December 23 is for payments entered in the scholarship payment panel and does not include either the Grad or Undergrad posts. Posts will be paid on January 25



January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 Timesheet Lock 8:00 am Dec 16-31, 2022 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	3 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	4 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	5 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	6	7
8	9	10 Pay Day Dec 16-31, 2022 Hire/Change/Termination (TBH) for Jan 1-15 pay	11	12 Off Cycle Run	13 Scholarship Entry Deadline for January	14
15	16	17 Award Post Deadline for January HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Jan 1-15, 2023 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21
22	23 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	24	25 Pay Day Jan 1-15, 2023 Hire/Change/Termination (TBH) for Jan 16-31 pay	26 Load Riyals-Qatar	27 Missed Scholarship Deadline for January Off Cycle Run	28
29	30	31 Parking/Donations, Campus Rec and Award Post Deadline for January HR PPS Retro Deadline by end of day				

Legend

Hire/Change Lockout: As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires
Timesheet Lock/Unlock: Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only
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