

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1		ĺ	ĺ	ĺ	1
						New Year
2	3	4	5	6	7	8
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Dec 16-31, 2021	Termination Lockout	Entered and Approved	Hire, Change and		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock		
	Timesheet Approval	Grad TBH	Bank Transmission	GL Upload		
	by 4 pm	Retro Accounting	Accruals Updated			
	Scholarship Approval	Scholarship Load	Distribute Actuals			
9	Time & Labour Load	11	12	113	14	15
9			Off Cycle Run	Scholarship Entry	14	13
	Pay Day	Hire/Change/Termination	Off Cycle Run	•		
	Dec 16-31, 2021	(TBH) for Jan 1-15 pay		Deadline for January		
16	17	18	19	20	21	22
	Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
	Deadline for January	Jan 1-15, 2022	Termination Lockout	Entered and Approved	Hire, Change and	
	HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock	
	by end of day	Timesheet Approval	Grad TBH	Bank Transmission	GL Upload	
		by 4 pm	Retro Accounting	Accruals Updated		
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load				
23	24	25	26	27	28	29
		Pay Day	Load Riyals-Qatar	Missed Scholarship		
		Jan 1-15, 2022		Deadline for January		
		Hire/Change/Termination		Off Cycle Run		
		(TBH) for Jan 16-31 pay				
30	31					
30	Parking/Donations,					
	Campus Rec and Award					
	Post Deadline for					
	January					
	January					
	HR PPS Retro Deadline					
	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.



February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_		1	2	3	4	5
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
		Jan 16-31, 2022	Termination Lockout	Entered and Approved	Hire, Change and	
		Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock	
		Timesheet Approval	Grad TBH	Bank Transmission	GL Upload	
		by 4 pm	Retro Accounting	Accruals Updated		
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load				
6	7	8	9	10	11	12
				Pay Day		
				Jan 16-31, 2022		
				Hire/Change/Termination		
				(TBH) for Feb 1-15 pay		
10		45		4=	140	40
13	14	15	16	17	18	19
	Scholarship Entry		Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Deadline for February		Deadline for February	Feb 1-15, 2022	Termination Lockout	
	Off Cycle Run		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	
			by end of day	Timesheet Approval	Grad TBH	
				by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
00	04	00	00	Time & Labour Load	0.5	00
20	21	22	23	24	25	26
		Salaried Recoveries	Timesheet Unlock 8 am	Missed Scholarship	Pay Day	
		Entered and Approved	Hire, Change and	Deadline for February	Feb 1-15, 2022	
	Family Day	Pay Confirm	Termination Unlock			
		Bank Transmission	GL Upload			
		Accruals Updated	Hire/Change/Termination			
07	100	Distribute Actuals	(TBH) for Feb 16-28 pay			
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:

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Hire/Termination/Change Information & Payroll Forms Cutoff:

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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.



March 2022

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

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.



April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	,	·			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	Award Post Deadline for April HR PPS Retro Deadline by end of day	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	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	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	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.



May 2022

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



June 2022

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

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.



July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Canada Day	
3	4	5	6	7	8	9
3	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	1	Pay Day	9
	Termination Lockout	Entered and Approved	Hire, Change and		Jun 16-30, 2022	
	Including Sessional and	Pay Confirm	Termination Unlock		Juli 10-30, 2022	•
	Grad TBH	Bank Transmission	GL Upload			
	Retro Accounting	Accruals Updated	GL Opioau			
	Netro Accounting	Accidais Opualed				
	Scholarship Load	Distribute Actuals				
10	11	12	13	14	15	16
	Hire/Change/Termination	Off Cycle Run	Scholarship Entry		Award Post	
	(TBH) for July 1-15 pay	on Gyele i tail	Deadline for July		Deadline for July	
	(. 2) is say pay		2 saamis isi sany		HR PPS Retro Deadline	
					by end of day	
					ay one or any	
17	18	19	20	21	22	23
		Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	July 1-15, 2022	Termination Lockout	Entered and Approved	Hire, Change and		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock		
	Timesheet Approval	Grad TBH	Bank Transmission	GL Upload		
	by 4 pm	Retro Accounting	Accruals Updated			
	Scholarship Approval	Scholarship Load	Distribute Actuals			
0.4	Time & Labour Load		07		22	00
24	25	26	27	28	29	30
	Pay Day		Missed Scholarship		Parking/Donations,	
	July 1-15, 2022	Load Riyals-Qatar	Deadline for July		Campus Rec and Award	
	Hire/Change/Termination		Off Cycle Run		Post Deadline for July	
	(TBH) for July 16-31 pay				HR PPS Retro Deadline	
					by end of day	
31						
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.



August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
	Heritage Day	July 16-31, 2022	Termination Lockout	Entered and Approved	Hire, Change and	
		Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock	
		Timesheet Approval	Grad TBH	Bank Transmission	GL Upload	
		by 4 pm	Retro Accounting	Accruals Updated		
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load				
7	8	9	10	11	12	13
			Pay Day	Hire/Change/Termination		
			July 16-31, 2022	(TBH) for Aug 1 -15 pay		
14	15	16	17	118	19	20
	Scholarship Entry	1.0	Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Deadline for August		Deadline for August	Aug 1-15, 2022	Termination Lockout	
	Off Cycle Run		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	
	On Oyole Itun		by end of day	Timesheet Approval	Grad TBH	
			by one or day	by 4 pm	Retro Accounting	•
				Scholarship Approval	Scholarship Load	
				Time & Labour Load		
21	22	23	24	25	26	27
	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	Load Riyals-Qatar	
	Entered and Approved	Hire, Change and		Aug 1-15, 2022	·	
	Pay Confirm	Termination Unlock		Hire/Change/Termination		
	Bank Transmission	GL Upload		(TBH) for Aug 16-31 pay		
	Accruals Updated					
	Distribute Actuals					
28	29	30	31			
	Missed Scholarship		Parking/Donations,			
	Deadline for August		Campus Rec and Award			
	Off Cycle Run		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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Hire/Termination/Change Information & Payroll Forms Cutoff:

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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.



September 2022

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

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Hire/Termination/Change

Information & Payroll Forms Cutoff:

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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.



October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	2	4	5	<u> </u> 6	7	8
2	Hire, Change and	4 Salaried Recoveries	Timesheet Unlock 8 am	0	Pay Day	0
	Termination Lockout	Entered and Approved	Hire, Change and		Sept 16-30, 2022	
	Including Sessional and	Pay Confirm	Termination Unlock		Ocpt 10 00, 2022	
	Grad TBH	Bank Transmission	GL Upload			
	Retro Accounting	Accruals Updated				
	Scholarship Load	Distribute Actuals				
9	10	11	12	13	14	15
		Hire/Change/Termination	Off Cycle Run	Scholarship Entry		
	Thanksgiving Day	(TBH) for Oct 1-15 pay	·	Deadline for October		
16	17	18	19	20	21	22
	Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
	Deadline for October	Oct 1-15, 2022	Termination Lockout	Entered and Approved	Hire, Change and	
	HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock	
	by end of day	Timesheet Approval	Grad TBH	Bank Transmission	GL Upload	
		by 4 pm	Retro Accounting	Accruals Updated		
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load				
23	24	25	26	27	28	29
		Pay Day	Load Riyals-Qatar	Missed Scholarship		
		Oct 1-15, 2022		Deadline for October		
		Hire/Change/Termination		Off Cycle Run		
		(TBH) for Oct 16-31 pay				
30	31					
30	Parking/Donations,					
	Campus Rec and Award					
	Post Deadline for					
	October					
	HR PPS Retro Deadline					
	by end of day					
	by cha of day		<u> </u>			

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.



November 2022

Sunda	y Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
		Oct 16-31, 2022	Termination Lockout	Entered and Approved	Hire, Change and	
		Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock	
		Timesheet Approval	Grad TBH	Bank Transmission	GL Upload	
		by 4 pm	Retro Accounting	Accruals Updated		
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load				
6	7	8	9	10	11	12
				Pay Day		
				Oct 16-31, 2022	Remembrance	
				Hire/Change/Termination	Day	
				(TBH) for Nov 1 -15 pay		
40		45		4=	40	10
13	14	15	16	17	18	19
		Scholarship Entry		Award Post	Timesheet Lock 8:00 am	
		Deadline for November		Deadline for November	Nov 1-15, 2022	
		Off Cycle Run		HR PPS Retro Deadline	Manager/Budget Owner	
				by end of day	Timesheet Approval	
					by 4 pm	
					Scholarship Approval	
00	04	00	00	0.4	Time & Labour Load	00
20	21	22	23	24	25	26
	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	Hire/Change/Termination	Pay Day	
	Termination Lockout	Entered and Approved	Hire, Change and	(TBH) for Nov 16-30 pay	Nov 1-15, 2022	
	Including Sessional and	Pay Confirm	Termination Unlock			
	Grad TBH	Bank Transmission	GL Upload			
	Retro Accounting	Accruals Updated				
	Scholarship Load	Distribute Actuals				
27	28	29	30			
	Missed Scholarship	Off Cycle Run	Parking/Donations,			
	Deadline for November	on Systeman	Campus Rec and Award			
	Load Riyals-Qatar		Post Deadline for			
	Load Mydio-Qalai		November			
			HR PPS Retro Deadline			
			by end of day			
		1	by end of day	ļ	<u> </u>	

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.



December 2022

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

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