

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday 1	1 N ONGAY	1 uesday	vvednesday	Thursday	Friday	7
New	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	ľ	′
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	oz opioda		
	Scholarship Approval	Scholarship Load	Distribute Actuals			
	Time & Labour Load	,				
8	9	10	11	12	13	14
		Pay Day	Hire/Change/Termination	Off Cycle Run	Scholarship Entry	
		Dec 16-31, 2022	(TBH) for Jan 1-15 pay		Deadline for January	
			Off-Cycle Request			
			Dealine at 4pm			
45	16	47	118	40	20	04
15	16	17 Award Post		19		21
			Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for January HR PPS Retro Deadline	Jan 1-15, 2023 Manager/Budget Owner	Termination Lockout Including Sessional and	Entered and Approved Pay Confirm	
		by end of day	Timesheet Approval	Grad TBH	Bank Transmission	
		by end of day	by 4 pm	Retro Accounting	Accruals Updated	
			Scholarship Approval	Scholarship Load	Distribute Actuals	
			Time & Labour Load	Conolarship Load	Distribute Actuals	
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	Off-Cycle Request	Deadline for January	
	Termination Unlock		Hire/Change/Termination	Dealine at 4pm	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 end or day				
			l	ĺ	1	

Legend

lire/Change Lockou

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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



February 2023

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

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



March 2023

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

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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
_	Timesheet Unlock 8 am	7	ľ	Pay Day	'	ľ
	Hire, Change and			Mar 16-31, 2023	Good Friday	
	Termination Unlock			10 01, 2020		
0	40	44	40	40	44	45
9	10	11	12	13	14	15
	Easter Monday	Hire/Change/Termination	Off Cycle Run	Scholarship Entry		
	Easter Monday	(TBH) for Apr 1-15 pay Off-Cycle Request		Deadline for April		
		Dealine at 4pm				
		Bodinio de 4pm				
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 April	Apr 1-15, 2023	Termination Lockout	Entered and Approved	Hire, Change and	
	HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and Grad TBH	Pay Confirm Bank Transmission	Termination Unlock	
	by end of day	Timesheet Approval by 4 pm	Retro Accounting	Accruals Updated	GL Upload	
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load	Controlling Load	Distribute / totadis		
23	24	25	26	27	28	29
	Hire/Change/Termination	Pay Day	Missed Scholarship	Off Cycle Run	Parking/Donations,	
	(TBH) for Apr 16-30 pay	Apr 1-15, 2023	Deadline for April		Campus Rec and Award	
			Off-Cycle Request		Post Deadline for April	
			Dealine at 4pm		HR PPS Retro Deadline	
			Load Riyals-Qatar		by end of day	
30						
30						
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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



May 2023

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		
	Apr 16-30, 2023	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	Off-Cycle Request	Scholarship Entry	
			Apr 16 - 30, 2023	Dealine at 4pm	Deadline for May	
			Hire/Change/Termination		Off Cycle Run	
			(TBH) for May 1-15 pay			
14	15	16	17	18	19	20
		Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for May	May 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			
21	22	23	24	25	26	27
		Timesheet Unlock 8 am		Pay Day	Off-Cycle Request	
		Hire, Change and		May 1-15, 2023	Dealine at 4pm	
	Victoria Day	Termination Unlock		Hire/Change/Termination	Load Riyals-Qatar	
		GL Upload		(TBH) for May 16-31 pay		
28	29	30	31			
	Missed Scholarship		Parking/Donations,			
	Deadline for May		Campus Rec and Award			
	Off Cycle Run		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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Timesheet Lock 8:00 am	Hire, Change and	
				May 16-31, 2023	Termination Lockout	
				Manager/Budget Owner	Including Sessional and	
				Timesheet Approval 4pm	Grad TBH	
				Scholarship Approval	Retro Accounting	
4	_		17	Time & Labour Load	Scholarship Load	40
4	5	6	'	8	9	10
	Salaried Recoveries	Timesheet Unlock 8 am			Pay Day	
	Entered and Approved	Hire, Change and			May 16-31, 2023	
	Pay Confirm	Termination Unlock			Hire/Change/Termination	
	Bank Transmission	GL Upload			(TBH) for Jun 1-15 pay	
	Accruals Updated					
	Distribute Actuals					
11	12	13	14	15	16	17
	Off-Cycle Request	Scholarship Entry		Award Post	Timesheet Lock 8:00 am	
	Dealine at 4pm	Deadline for June		Deadline for June	June 1-15, 2023	
	·	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		June 1-15, 2023	
	Including Sessional and	Pay Confirm	Termination Unlock		Hire/Change/Termination	
	Grad TBH	Bank Transmission	GL Upload		(TBH) for Jun 16-30 pay	
	Retro Accounting	Accruals Updated				
	Scholarship Load	Distribute Actuals				
25	26	27	28	29	30	
	Off-Cycle Request	Missed Scholarship		Parking/Donations,	Timesheet Lock 8:00 am	
	Dealine at 4pm	Deadline for June		Campus Rec and Award	June 16-30, 2023	
	Load Riyals-Qatar	Off Cycle Run		Post Deadline for June	Manager/Budget Owner	
				HR PPS Retro Deadline	Timesheet Approval	
				by end of day	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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
,	·	·			·	1
2	3	4	5	6	7	8
		Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	In-Lieu of	Termination Lockout	Entered and Approved	Hire, Change and		
	Canada Day	Including Sessional and	Pay Confirm	Termination Unlock		
		Grad TBH	Bank Transmission	GL Upload		
		Retro Accounting	Accruals Updated			
		Scholarship Load	Distribute Actuals			
9	10	11	12	13	14	15
	Pay Day	Hire/Change/Termination	Off Cycle Run	Scholarship Entry		
	Jun 16-30, 2023	(TBH) for July 1-15 pay	·	Deadline for July		
		Off-Cycle Request		·		
		Dealine at 4pm				
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 July	July 1-15, 2023	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	Off-Cycle Request	Missed Scholarship		
		July 1-15, 2023	Dealine at 4pm	Deadline for July		
		Hire/Change/Termination	Load Riyals-Qatar	Off Cycle Run		
		(TBH) for July 16-31 pay				
30	31					
	Parking/Donations,					
	Campus Rec and Award					
	Post Deadline for July					
	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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



August 2023

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	
		July 16-31, 2023	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	Hire/Change/Termination	
	Heritage Day			July 16-31, 2023	(TBH) for Aug 1 -15 pay	
					Off-Cycle Request	
					Dealine at 4pm	
42	4.4	45	40	47	18	40
13	14	15	16	17		19
	Off Cycle Run	Scholarship Entry		Award Post	Timesheet Lock 8:00 am	
		Deadline for August		Deadline for August	Aug 1-15, 2023	
				HR PPS Retro Deadline	Manager/Budget Owner	
				by end of day	Timesheet Approval	
					by 4 pm Scholarship Approval	
20	21	22	23	24	Time & Labour Load	26
20	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	Hire/Change/Termination	Pay Day	20
	Termination Lockout	Entered and Approved	Hire, Change and	(TBH) for Aug 16-31 pay	Aug 1-15, 2023	
	Including Sessional and	Pay Confirm	Termination Unlock	(1BH) for Aug 16-31 pay	Aug 1-15, 2025	-
	Grad TBH	Bank Transmission	GL Upload			
	Retro Accounting	Accruals Updated	GL Opioau			
	Scholarship Load	Distribute Actuals				
	Scholarship Load	Distribute Actuals				
27	28	29	30	31		
	Missed Scholarship	Off Cycle Run	Parking/Donations,	Timesheet Lock 8:00 am		
	Deadline for August		Campus Rec and Award	Aug 16-31, 2023		
	Off-Cycle Request		Post Deadline for August	Manager/Budget Owner		
	Dealine at 4pm		HR PPS Retro Deadline	Timesheet Approval		
	Load Riyals-Qatar		by end of day	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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



September 2023

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

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



October 2023

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		
	Sept 16-30, 2023	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	Hire/Change/Termination	Off Cycle Run	Scholarship Entry	
	Thanksgiving Day	Sept 16-30, 2023	(TBH) for Oct 1-15 pay		Deadline for October	
			Off-Cycle Request			
			Dealine at 4pm			
15	16	17	18	19	20	21
		Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for October	Oct 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	
22	23	24	Time & Labour Load	26	27	28
22		24		-		20
	Timesheet Unlock 8 am Hire, Change and		Pay Day Oct 1-15, 2023	Off-Cycle Request Dealine at 4pm	Missed Scholarship Deadline for October	
	Termination Unlock		Hire/Change/Termination	Load Riyals-Qatar	Off Cycle Run	
	GL Upload		(TBH) for Oct 16-31 pay	Luau Riyais-Qalai	On Cycle Run	
	GL Opioad		(TBH) for Oct 10-31 pay			
29	30	31				
		Parking/Donations,				
		Campus Rec and Award				
		Post Deadline for				
		October				
		HR PPS Retro Deadline				
		by end of day				
		ı	ı	l .	l .	

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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



November 2023

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

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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before



Dec 2023 - Tentative

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

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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before

Legend

^{*} Please note, the Missed Scholarship Deadline for December 22 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 2024

Sunda	y Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	New Year's	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
	Day	Dec 16-31, 2023	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	Off Cycle Run	
			Dec 16-31, 2023	(TBH) for Jan 1-15 pay		
				Off-Cycle Request		
				Dealine at 4pm		
14	15	16	17	18	19	20
	Scholarship Entry		Award Post	Timesheet Lock 8:00 am	Hire, Change and	
	Deadline for January		Deadline for January	Jan 1-15, 2024	Termination Lockout	
	Deadinie for barraary		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	
			by end of day	Timesheet Approval	Grad TBH	
			by sind si 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	Off-Cycle Request	
	Entered and Approved	Hire, Change and		Jan 1-15, 2024	Dealine at 4pm	
	Pay Confirm	Termination Unlock		Hire/Change/Termination	Load Riyals-Qatar	
	Bank Transmission	GL Upload		(TBH) for Jan 16-31 pay		
	Accruals Updated					
	Distribute Actuals					
28	29	30	31			
20	Missed Scholarship		Parking/Donations,			
	Deadline for January		Campus Rec and Award			
	Off Cycle Run		Post Deadline for			
	On Cycle Null		January			
			HR PPS Retro Deadline			
			by end of day			
			by one of day			
			L	L		

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.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment need to be submitted by 4pm the day before