



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	11 Hire/Change/Termination (TBH) for Jan 1-15 pay Off-Cycle Request Dealine at 4pm	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 Off-Cycle Request Dealine at 4pm	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.
Off-Cycle Request Deadline - 4:00 pm All requests for an off-cycle payment need to be submitted by 4pm the day before
*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca

February 2023

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

*Should you have any questions regarding these
deadlines, please contact payrolluc@ucalgary.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Timesheet Lock 8:00 am Feb 16-28, 2023 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
5	6 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	7	8	9	10 Pay Day Feb 16-28, 2023 Hire/Change/Termination (TBH) for Mar 1 - 15 pay	11
12	13 Off-Cycle Request Deadline at 4pm	14 Scholarship Entry Deadline for March Off Cycle Run	15	16 Award Post Deadline for March HR PPS Retro Deadline by end of day	17 Timesheet Lock 8:00 am Mar 1-15, 2023 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 (Mar. 1-15/22) Retro Accounting Scholarship Load	21 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated, Dist Act.	22 Timesheet Unlock 8 am Hire, Change and Termination Unlock Hire/Change/Termination (TBH) for Mar 16-31 pay GL Upload	23 Missed Scholarship Deadline for March	24 Pay Day Mar 1-15, 2023	25
26	27 Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	28 Parking/Donations, Campus Rec and Award Post Deadline for March HR PPS Retro Deadline by end of day Off Cycle Run	29 Timesheet Lock 8:00 am Mar 16-31, 2023 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	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

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.

Off-Cycle Request Deadline - 4:00 pm

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

*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Timesheet Unlock 8 am Hire, Change and Termination Unlock	4	5	6 Pay Day Mar 16-31, 2023	7 Good Friday	8
9	10 Easter Monday	11 Hire/Change/Termination (TBH) for Apr 1-15 pay Off-Cycle Request Deadline at 4pm	12 Off Cycle Run	13 Scholarship Entry Deadline for April	14	15
16	17 Award Post Deadline for April HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Apr 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 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22
23	24 Hire/Change/Termination (TBH) for Apr 16-30 pay	25 Pay Day Apr 1-15, 2023	26 Missed Scholarship Deadline for April Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	27 Off Cycle Run	28 Parking/Donations, Campus Rec and Award Post Deadline for April HR PPS Retro Deadline by end of day	29
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
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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.
Off-Cycle Request Deadline - 4:00 pm All requests for an off-cycle payment need to be submitted by 4pm the day before
*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca



May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Timesheet Lock 8:00 am Apr 16-30, 2023 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 Apr 16 - 30, 2023 Hire/Change/Termination (TBH) for May 1-15 pay	11 Off-Cycle Request Deadline at 4pm	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, 2023 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
21	22 Victoria Day	23 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	24	25 Pay Day May 1-15, 2023 Hire/Change/Termination (TBH) for May 16-31 pay	26 Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	27
28	29 Missed Scholarship Deadline for May Off Cycle Run	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.
Off-Cycle Request Deadline - 4:00 pm All requests for an off-cycle payment need to be submitted by 4pm the day before
*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca



June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Timesheet Lock 8:00 am May 16-31, 2023 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
4	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 Pay Day May 16-31, 2023 Hire/Change/Termination (TBH) for Jun 1-15 pay	10
11	12 Off-Cycle Request Deadline at 4pm	13 Scholarship Entry Deadline for June Off Cycle Run	14	15 Award Post Deadline for June HR PPS Retro Deadline by end of day	16 Timesheet Lock 8:00 am June 1-15, 2023 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 June 1-15, 2023 Hire/Change/Termination (TBH) for Jun 16-30 pay	24
25	26 Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	27 Missed Scholarship Deadline for June Off Cycle Run	28	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, 2023 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.
 - Off-Cycle Request Deadline - 4:00 pm**
All requests for an off-cycle payment need to be
submitted by 4pm the day before
- *Should you have any questions regarding these
deadlines, please contact payrolluc@ucalgary.ca



July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 In-Lieu of Canada Day	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 Jun 16-30, 2023	11 Hire/Change/Termination (TBH) for July 1-15 pay Off-Cycle Request Dealine at 4pm	12 Off Cycle Run	13 Scholarship Entry Deadline for July	14	15
16	17 Award Post Deadline for July HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am July 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 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22
23	24	25 Pay Day July 1-15, 2023 Hire/Change/Termination (TBH) for July 16-31 pay	26 Off-Cycle Request Dealine at 4pm Load Riyals-Qatar	27 Missed Scholarship Deadline for July Off Cycle Run	28	29
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
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August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Timesheet Lock 8:00 am July 16-31, 2023 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 Recovers 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 Heritage Day	8	9	10 Pay Day July 16-31, 2023	11 Hire/Change/Termination (TBH) for Aug 1 -15 pay Off-Cycle Request Deadline at 4pm	12
13	14 Off Cycle Run	15 Scholarship Entry Deadline for August	16	17 Award Post Deadline for August HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Aug 1-15, 2023 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 Recovers 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 Aug 16-31 pay	25 Pay Day Aug 1-15, 2023	26
27	28 Missed Scholarship Deadline for August Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	29 Off Cycle Run	30 Parking/Donations, Campus Rec and Award Post Deadline for August HR PPS Retro Deadline by end of day	31 Timesheet Lock 8:00 am Aug 16-31, 2023 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.
Off-Cycle Request Deadline - 4:00 pm All requests for an off-cycle payment need to be submitted by 4pm the day before
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September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	2
3	4 Labour Day	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 Aug 16-31, 2023	9
10	11 Hire/Change/Termination (TBH) for Sept 1-15 pay Off-Cycle Request Dealine at 4pm	12 Off Cycle Run	13 Scholarship Entry Deadline for September	14	15 Award Post Deadline for September HR PPS Retro Deadline by end of day	16
17	18 Timesheet Lock 8:00 am Sept 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 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	22 Hire/Change/Termination (TBH) for Sept 16-30 pay	23
24	25 Pay Day Sept 1-15, 2023	26 Missed Scholarship Deadline for September Off-Cycle Request Dealine at 4pm 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	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
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Off-Cycle Request Deadline - 4:00 pm All requests for an off-cycle payment need to be submitted by 4pm the day before
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Timesheet Lock 8:00 am Sept 16-30, 2023 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 Thanksgiving Day	10 Pay Day Sept 16-30, 2023	11 Hire/Change/Termination (TBH) for Oct 1-15 pay Off-Cycle Request Dealine at 4pm	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, 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 Oct 1-15, 2023 Hire/Change/Termination (TBH) for Oct 16-31 pay	26 Off-Cycle Request Dealine at 4pm 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

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
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Scholarship Approval - 4:00 pm
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Off-Cycle Request Deadline - 4:00 pm All requests for an off-cycle payment need to be submitted by 4pm the day before
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November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Timesheet Lock 8:00 am Oct 16-31, 2023 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
5	6 Timesheet Unlock 8 am Hire, Change and Termination Unlock GL Upload	7	8	9 Hire/Change/Termination (TBH) for Nov 1 -15 pay	10 Pay Day Oct 16-31, 2023	11
12	13 Remembrance Day	14 Scholarship Entry Deadline for November Off-Cycle Request Deadline at 4pm	15 Off Cycle Run	16 Award Post Deadline for November HR PPS Retro Deadline by end of day	17 Timesheet Lock 8:00 am Nov 1-15, 2023 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	24 Pay Day Nov 1-15, 2023 Hire/Change/Termination (TBH) for Nov 16-30 pay	25
26	27 Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	28 Missed Scholarship Deadline for November Off Cycle Run	29	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
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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
*Should you have any questions regarding these deadlines, please contact payrolluc@ucalgary.ca



Dec 2023 - Tentative

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2 Timesheet Lock 8:00 am Dec 16-31, 2023 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, 2023	11 Hire/Change/Termination (TBH) for Jan 1-15 pay Off-Cycle Request Deadline at 4pm	12 Off Cycle Run	13
14	15 Scholarship Entry Deadline for January	16	17 Award Post Deadline for January HR PPS Retro Deadline by end of day	18 Timesheet Lock 8:00 am Jan 1-15, 2024 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 Jan 1-15, 2024 Hire/Change/Termination (TBH) for Jan 16-31 pay	26 Off-Cycle Request Deadline at 4pm Load Riyals-Qatar	27
28	29 Missed Scholarship Deadline for January Off Cycle Run	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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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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