

2022/2023

December/January Deadlines

Due to the Holiday closure, there are important deadline changes for payroll and Human Resource processing. Please ensure that deadlines are adhered to in order for employees to be paid accurately and on time.

Payroll Services Submission Deadlines:

Pay Period	Period Covered	Payroll and T & L Approval and Submission Deadline	Pay Date
PP 25 2022	November 20 - December 03, 2022	Noon - December 02, 2022	December 13, 2022
PP 26 2022	December 04 - December 17, 2022	Noon - December 13, 2022	December 23, 2022 (bank closure on 27 th)
PP 01 2023	December 18 – December 31, 2022	Noon - December 20, 2022	January 10, 2023
PP 02 2023	January 01 – January 14, 2023	Noon - January 13, 2023	January 24, 2023

PLEASE NOTE:

Time Entry changes entered that surpass the submission deadline dates noted above will be processed in Pay Period 02 2023 pay date January 24, 2023.

Time Approvers: If you are planning to be away from the university during Pay Period 26 2022 to Pay Period 01 2023, please delegate accordingly.

Should you have any payroll and/or time and labour related questions, please email us at biweeklypay@macewan.ca

Human Resources Submission Deadlines:

Pay Period	Period Covered	All Department Submission Deadline to HR	HR Department Submission Deadline to Payroll	Pay Date
PP 25 2022	November 20 - December 03, 2022	End of Day - November 24, 2022	End of Day – November 30, 2022	December 13, 2022
PP 26 2022	December 04 - December 17, 2022	End of Day – December 5, 2022	End of Day – December 9, 2022	December 23, 2022 (bank closure on 27 th)
PP 01 2023	December 18 – December 31, 2022	End of Day – December 13, 2022	End of Day – December 20, 2022	January 10, 2023
PP 02 2023	January 01 – January 14, 2023	End of Day – January 5, 2023	End of Day – January 11, 2023	January 24, 2023

PLEASE NOTE:

Any EAF/Smart HR activities that surpass the submission deadline dates noted above will be processed the following pay period.

Should you have any HR related questions, please email us at eacentral@macewan.ca