



**** Schedule for 2022 ****

memorandum
Financial Services
Fax: (250) 862-5479

**SUBMISSION DEADLINES FOR
 STAFFING, C/S CONTRACTS, D/E TUTOR FORMS & TIMESHEETS**

Submit EPAFs to HR on a regular basis

Submit Staffing / CS Instructor Contracts / EPAF's to HR well in advance of Employee's start date to avoid delays in pay

Pay Date	Pay #	DUE in HR	DUE in Payroll	Timesheet Dates
		STAFFING (EPAF & Paper)	Timesheets	
14-Jan-2022	201	Friday, December 24, 2021	Thursday, January 6, 2022	26-Dec-21 to 8-Jan-22
28-Jan-2022	202	Friday, January 7, 2022	Thursday, January 20, 2022	9-Jan-22 to 22-Jan-22
11-Feb-2022	203	Friday, January 21, 2022	Thursday, February 3, 2022	23-Jan-22 to 5-Feb-22
25-Feb-2022	204	Thursday, February 3, 2022	Wednesday, February 16, 2022	6-Feb-22 to 19-Feb-22
11-Mar-2022	205	Friday, February 18, 2022	Thursday, March 3, 2022	20-Feb-22 to 5-Mar-22
25-Mar-2022	206	Friday, March 4, 2022	Thursday, March 17, 2022	6-Mar-22 to 19-Mar-22
8-Apr-2022	207	Thursday, March 17, 2022	Thursday, March 31, 2022	20-Mar-22 to 2-Apr-22
22-Apr-2022	208	Thursday, March 31, 2022	Wednesday, April 13, 2022	3-Apr-22 to 16-Apr-22
6-May-2022	209	Friday, April 15, 2022	Thursday, April 28, 2022	17-Apr-22 to 30-Apr-22
20-May-2022	210	Friday, April 29, 2022	Thursday, May 12, 2022	1-May-22 to 14-May-22
3-Jun-2022	211	Friday, May 13, 2022	Thursday, May 26, 2022	15-May-22 to 28-May-22
17-Jun-2022	212	Friday, May 27, 2022	Thursday, June 9, 2022	29-May-22 to 11-Jun-22
30-Jun-2022	213	Thursday, June 9, 2022	Wednesday, June 22, 2022	12-Jun-22 to 25-Jun-22
15-Jul-2022	214	Friday, June 24, 2022	Thursday, July 7, 2022	26-Jun-22 to 9-Jul-22
29-Jul-2022	215	Friday, July 8, 2022	Thursday, July 21, 2022	10-Jul-22 to 23-Jul-22
12-Aug-2022	216	Friday, July 22, 2022	Thursday, August 4, 2022	24-Jul-22 to 6-Aug-22
26-Aug-2022	217	Friday, August 5, 2022	Thursday, August 18, 2022	7-Aug-22 to 20-Aug-22
9-Sep-2022	218	Thursday, August 18, 2022	Wednesday, August 31, 2022	21-Aug-22 to 3-Sep-22
23-Sep-2022	219	Friday, September 2, 2022	Thursday, September 15, 2022	4-Sep-22 to 17-Sep-22
7-Oct-2022	220	Thursday, September 15, 2022	Wednesday, September 28, 2022	18-Sep-22 to 1-Oct-22
21-Oct-2022	221	Friday, September 30, 2022	Thursday, October 13, 2022	2-Oct-22 to 15-Oct-22
4-Nov-2022	222	Friday, October 14, 2022	Thursday, October 27, 2022	16-Oct-22 to 29-Oct-22
18-Nov-2022	223	Thursday, October 27, 2022	Wednesday, November 9, 2022	30-Oct-22 to 12-Nov-22
2-Dec-2022	224	Friday, November 11, 2022	Thursday, November 24, 2022	13-Nov-22 to 26-Nov-22
16-Dec-2022	225	Thursday, November 24, 2022	Thursday, December 8, 2022	27-Nov-22 to 10-Dec-22
30-Dec-2022	226	Thursday, December 1, 2022	Friday, December 16, 2022	11-Dec-22 to 24-Dec-22

Questions? Contact Payroll