

2022 PAYROLL SCHEDULE  
PERMANENT EMPLOYEES

Pay #	Pay Period Dates	Deadline date Timesheets to Payroll by 10:00am	Pay Date
1	January 1 - January 15	Wednesday, January 19	Friday, January 14
2	January 16 - January 31	Thursday, February 3	Monday, January 31
3	February 1 - February 15	Tuesday, February 15	Tuesday, February 15
4	February 16 - February 28	Thursday, March 3	Monday, February 28
5	March 1 - March 15 (Fiscal YE)	Monday, March 21	Tuesday, March 15
6	March 16 - March 31	Monday, April 4	Thursday, March 31
7	April 1 - April 15	Tuesday, April 19	Thursday, April 14
8	April 16 - April 30	Tuesday, May 3	Friday, April 29
9	May 1 - May 15	Wednesday, May 18	Friday, May 13
10	May 16 - May 31	Friday, June 3	Tuesday, May 31
11	June 1 - June 15	Monday, June 20	Wednesday, June 15
12	June 16 - June 30	Tuesday, July 5	Thursday, June 30
13	July 1 - July 15	Tuesday, July 19	Friday, July 15
14	July 16 - July 31	Wednesday, August 3	Friday, July 29
15	August 1 - August 15	Friday, August 19	Monday, August 15
16	August 16 - August 31	Friday, September 2	Wednesday, August 31
17	September 1 - September 15	Monday, September 19	Thursday, September 15
18	September 16 - September 30	Monday, October 3	Thursday, September 29
19	October 1 - October 15	Wednesday, October 19	Friday, October 14
20	October 16 - October 31	Wednesday, November 2	Monday, October 31
21	November 1 - November 15	Friday, November 18	Tuesday, November 15
22	November 16 - November 30	Friday, December 2	Wednesday, November 30
23	December 1 - December 15	Friday, December 9	Thursday, December 15
24	December 16 - December 31	Friday, December 9	Wednesday, December 21
<b>FORECAST SCHEDULED HOURS TO BE WORKED UP TO &amp; INCLUDING THE END OF THE PAY PERIOD</b>			

Pay date includes all regularly scheduled worked hours within the corresponding pay period.  
Timesheets must be submitted to payroll by **10:00 am** on the due date.

**LATE TIMESHEETS WILL BE PROCESSED IN THE NEXT PAY PERIOD.  
THERE CAN BE NO EXCEPTIONS.**

*Timesheets must have GL account information and supervisor's approval before submission to payroll*

Salaries are paid by direct deposit and earnings statements are available for viewing on myEC.

If you have any payroll questions , please contact: Mei Foo (604) 629-4505 or email to [paysalary@ecuad.ca](mailto:paysalary@ecuad.ca)