

2-Feb	3-Feb	27-Jan	24-Jan	24-Jan	26-Jan	Jan 14 to Jan 27	Jan 7 to Jan 20
16-Feb	17-Feb	10-Feb	7-Feb	7-Feb	9-Feb	Jan 28 to Feb 10	Jan 21 to Feb 3
2-Mar	3-Mar	24-Feb	21-Feb	21-Feb	23-Feb	Feb 11 to Feb 24	Feb 4 to Feb 17
16-Mar	17-Mar	10-Mar	7-Mar	7-Mar	9-Mar	Feb 25 to Mar 10	Feb 18 to Mar 3
29- Mar * Thursday	31-Mar	24-Mar			23-Mar	Mar 11 to Mar 24	Mar 4 to Mar 17
13-Apr	14-Apr	7-Apr	4-Apr	4-Apr	6-Apr	Mar 25 to Apr 7	Mar 18 to Mar31
27-Apr	28-Apr	21-Apr	18-Apr	18-Apr	20-Apr	Apr 8 to Apr 21	Apr 1 to Apr 14
11-May	12-May	5-May	2-May	2-May	4-May	Apr 22 to May 5	Apr 15 to Apr 28
25-May	26-May	19-May	16-May	16-May	18-May	May 6 to May 19	Apr 29 to May 12
8-Jun	9-Jun	2-Jun	30-May	30-May	1-Jun	May 20 to June 2	May 13 to May 26
22-Jun	23-Jun	16-Jun	13-Jun	13-Jun	15-Jun	Jun 2 to Jun 16	May 27 to Jun 9
6-Jul	7-Jul	30-Jun	27-Jun	27-Jun	29-Jun	Jun 17 to Jun 30	Jun 10 to Jun 23
20-Jul	21-Jul	14-Jul	11-Jul	11-Jul	13-Jul	Jul 1 to Jul 14	Jun 24 to Jul 7
3-Aug	4-Aug	28-Jul	25-Jul	25-Jul	27-Jul	Jul 15 to Jul 28	Jul 8 to Jul 21
17-Aug	18-Aug	11-Aug	8-Aug	8-Aug	10-Aug	Jul 29 to Aug 11	Jul 22 to Aug 4
31-Aug	1-Sep	25-Aug	22-Aug	22-Aug	24-Aug	Aug 12 to Au1	22 0.286 0.49 scn 6.81

2018 SIMON FRASER UNIVERSITY PAYROLL SCHEDULE

TIMESHEETS FOR HOURLY EMPLOYEES who work on ~~S~~ATURDAY of the cutoff week.

TIMEKEEPING OPTIONS:

(1) Time may be entered and approved up to Sunday 12:00 Midnight of the cutoff week.

OR

(2) Time can be estimated and approved on Friday, then adjusted (if necessary) on the next pay period timesheet.

(To ensure the continuity of completing this task, please have a back-up timekeeper.)

Note: Current timesheets due Friday are closed on Sunday 12:00 Midnight and the new one for the next payday is opened on the following Tuesday.

Receipt of files earlier than the posted deadlines is greatly appreciated. Due date shown below is for the first pay of the specific semester and thereafter, follow the usual bi-weekly cut-off.

Deadline for receipt of Paper TSU forms 4:00 pmon Monday of first Biweekly Payroll Cycle

Deadline for receipt of E-APPOINTMENT is 1200 noon on Thursday of first Biweekly Payroll Cycle

<u>2018 SEMESTER TERM PAYROLL DATES</u>			<u>PAPER TSU DIRECTLY TO PAYROLL</u>	<u>E-APPOINTMENT DIRECTLY TO PAYROLL</u>
December 25 - April 20, 2018	Spring Semester 1181	8.5 Pay Periods	12/18/2017	12/21/2017
April 30 - June 22 2018	Intersession	4 Pay Periods	04/30/2018	05/02/2018
Apr 23, - August 17, 2018	Summer Semester 1184	8.5 Pay Periods	04/16/2018	04/19/2018
June 25 - August 17, 2018	Summer Session	4 Pay Periods	06/25/2018	06/28/2018
August 27 - December 21 , 2018	Fall Semester 1187	8.5 Pay Periods	08/20/2018	08/23/2018

IF YOU REQUIRE MORE INFORMATION OR ASSISTANCE PLEASE CALL OR EMAIL

Research

2017 Final Quarter Dates