

2023 SIMON FRASER UNIVERSITY
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TIMESHEET PAY PERIOD END DATES AND PAYDAYS

**** Early cut off for Payroll Processing due to Statutory Holiday, Semester Start or Fiscal Year End**

*** Payroll forms such as :**

- PAF- Payroll Appointment Form (Specific Purpose)
- Additional Pay Forms (Human Resources, Faculty Relations)
- Overload Teaching Contract (Faculty Relations)

-must therefore be submitted to the approving department with sufficient lead time to allow them to review, approve and send the approved forms to Payroll Office by the deadline dates.

		FORMS DEADLINE	TIMESHEETS DEADLINE		
Pay Period Number	PAYDAY Friday	Approved forms to Payroll office Monday 4:00pm	TIMESHEETS DUE Friday 4:00pm	HOURLY TIMESHEETS Days reported	SALARY TIMESHEETS Exception Reporting
1**		3-Jan	6-Jan		
2			20-Jan		
3			3-Feb		
4					

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2022 Final Pay Periods			FORMS DEADLINE	TIMESHEETS DEADLINE		
Pay Period Number	PAYDAY Friday		irectly to Payroll Office	TIMESHEETS DUE Friday 4:00pm	HOURLY TIMESHEETS Days reported	SALARY TIMESHEETS Exception Reporting
21						
22						
23**						
24						
25						

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Pay Period Number	PAYDAY Friday	Salary Pay Period End Date	Hourly Pay Period End Date	PAF's for Research Assistants & Support to Research Accounting and Financial Reporting
PP2301	13-Jan	14-Jan	7-Jan	10-Dec
PP2302	27-Jan	28-Jan	21-Jan	6-Jan
PP2303	10-Feb	11-Feb	4-Feb	20-Jan
PP2304	24-Feb	25-Feb	18-Feb	3-Feb
PP2305	10-Mar	11-Mar	4-Mar	17-Feb
PP2306	24-Mar	25-Mar	18-Mar	3-Mar
PP2307	6-Apr	8-Apr	31-Mar	16-Mar
PP2308	21-Apr	22-Apr	15-Apr	31-Mar
PP2309	5-May	6-May	29-Apr	7-Apr
PP2310	19-May	20-May	13-May	28-Apr
PP2311	2-Jun	3-Jun	27-May	12-May
PP2312	16-Jun	17-Jun	10-Jun	26-May
PP2313	30-Jun	1-Jul	25-Jun	9-Jun
PP2314	14-Jul	15-Jul	8-Jul	23-Jun
PP2315	28-Jul	29-Jul	22-Jul	7-Jul
PP2316	11-Aug	12-Aug	5-Aug	21-Jul
PP2317	25-Aug	26-Aug	19-Aug	4-Aug
PP2318	8-Sep	9-Sep	2-Sep	11-Aug
319	22-Sep	23-Sep	16-Sep	1-Sep