



Finance Department

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**MEMORANDUM**

TO: Deans, Directors, Academic and Administrative Department Heads  
CC: Human Resources  
FROM: Jessica Higgins, Payroll Manager, Budgets and Financial Services  
DATE: November 10, 2023  
SUBJECT: **DECEMBER 2023 PAYROLL SCHEDULE**

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Due to the limited time available to process payrolls during the month of December, we request your co-operation in adhering to the following schedule.

**(A) Student Payroll**

Pay Ending **December 10, 2023** - Time sheet/online portal submission no later than **December 8, 2023**  
- Processed **December 12, 2023**  
- Cheque dated **December 15, 2023**

Pay Ending **December 24, 2023** - Time sheet/online portal submission no later than **December 13, 2023**  
- Processed **December 14, 2023**  
- Cheque dated **December 29, 2023**

**Note:** Information received **after December 13, 2023**, will be processed on the **January 7, 2024**, payroll. Manual cheques **will not** be issued.

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**(B) Semi-Monthly Payroll**

Pay Ending **December 15, 2023** - Processed **December 11, 2023**  
- Cheque date **December 15, 2023**

Pay Ending **December 31, 2023** - Processed **December 14, 2023**  
- Cheque date **December 29, 2023**

**Note:** Information received **after December 13, 2023**, will be processed on the **January 15, 2024**, payroll. Manual cheques **will not** be issued.

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**(C) All Bi-Weekly Payroll**

Pay Ending **December 10, 2023** - Time sheet/online portal submission no later than **December 8, 2023**  
- Processed **December 12, 2023**  
- Cheque dated **December 14, 2023**

Pay Ending **December 24, 2023** - Time sheet/online portal submission no later than **December 13, 2023**  
- Processed **December 14, 2023**  
- Cheque dated **December 28, 2023**

**Note:** Information received **after December 13, 2023**, will be processed on the **January 7, 2024**, payroll. Manual cheques **will not** be issued.

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***\*Departments who project hours for part-time employees will assume responsibility for possible overpayments.***