



Finance Department

MEMORANDUM

TO: Deans, Directors, Academic and Administrative Department Heads
CC: Human Resources
FROM: Jessica Higgins, Payroll Manager, Finance Dept.
DATE: November 25, 2019
SUBJECT: **DECEMBER PAYROLL SCHEDULE**

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 15, 2019** - Time sheet submission no later than **December 13, 2019**
- Processed **December 17, 2019**
- Cheque dated **December 20, 2019**

Pay Ending **December 29, 2019** - Time sheet submission no later than **December 18, 2019**
- Processed **December 19, 2019**
- Cheque dated **January 3, 2020**

Note: Information received **after December 18, 2019** will be processed on the **January 12, 2020** payroll. Manual cheques **will not** be issued.

(B) Semi-Monthly Payroll

Pay Ending **December 15, 2019** - Processed **December 9, 2019**
- Cheque date **December 13, 2019**

Pay Ending **December 31, 2019** - Processed **December 18, 2019**
- Cheque date **December 31, 2019**

Note: Information received **after December 17, 2019** will be processed on the **January 15, 2020** payroll. Manual cheques **will not** be issued.

(C) All Bi-Weekly Payroll

Pay Ending **December 15, 2019** - Time sheet submission no later than **December 13, 2019**
- Processed **December 17, 2019**
- Cheque dated **December 19, 2019**

Pay Ending **December 29, 2019** - Time sheet submission no later than **December 18, 2019**
- Processed **December 19, 2019**
- Cheque dated **January 2, 2020**

Note: Information received **after December 18, 2019** will be processed on the **January 12, 2020** payroll. Manual cheques **will not** be issued.

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