

2019 SIMON FRASER UNIVERSITY PAYROLL SCHEDULE

TIMESHEET PAY PERIOD END DATES AND PAYDAYS

- *** Early cut off for Payroll Processing due to Statutory Holiday
 - **Payroll forms to Research Accounting must be submitted by Friday to meet the deadline
 - * 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.**

Pay Period Number	PAYDAY Friday	Salary Pay Period End Date	Hourly Pay Period End Date	FORMS DEADLINE		TIMESHEETS DEADLINE		
				PAF's for Fund 11 and Paper TSSU Directly to Payroll Office DUE Monday 4:00pm	*Approved Forms to Payroll Office (PAFs from **Research Accounting and Specific Purpose/ Add Pay Forms from HR and FR) DUE : Wednesday 4:00 pm	TIMESHEETS DUE Friday 4:00pm	HOURLY TIMESHEETS Days reported	SALARY TIMESHEETS Exception Reporting
1	4-Jan	5-Jan	29-Dec	12/12/2018***	12/12/2018 ***	28-Dec	16-Dec to 29-Dec	9-Dec to 22-Dec
2	18-Jan	19-Jan	12-Jan	7-Jan	9-Jan	11-Jan	30-Dec to 12-Jan	23-Dec to 5-Jan
3	1-Feb	2-Feb	26-Jan	21-Jan	23-Jan	25-Jan	Jan 14 to Jan 27	6-Jan to 19-Jan
4	15-Feb	16-Feb	9-Feb	4-Feb	6-Feb	8-Feb	Jan 28 to Feb 10	20-Jan to 2-Feb
5	1-Mar	2-Mar	23-Feb	18-Feb	20-Feb	22-Feb	Feb 11 to Feb 24	3-Feb to 16-Feb
6	15-Mar	16-Mar	9-Mar	4-Mar	6-Mar	8-Mar	Feb 25 to Mar 10	17-Feb to 2-Mar
7**	29-Mar	30-Mar	23-Mar	18-Mar	20-Mar	22-Mar	Mar 11 to Mar 24	3-Mar to 16-Mar
8	12-Apr	13-Apr	6-Apr	1-Apr	3-Apr	5-Apr	Mar 25 to Apr 7	17-Mar to 30-Mar
9	26-Apr	27-Apr	20-Apr	15-Apr	4/16/2019***	4/18/2019***	Apr 8 to Apr 21	31-Mar to 13-Apr
10	10-May	11-May	4-May	29-Apr	1-May	3-May	Apr 22 to May 5	14-Apr to 27-Apr
11	24-May	25-May	18-May	13-May	15-May	17-May	May 6 to May 19	28-Apr to 11-May
12	7-Jun	8-Jun	1-Jun	27-May	29-May	31-May	May 20 to June 2	12-May to 25-May
13	21-Jun	22-Jun	15-Jun	10-Jun	12-Jun	14-Jun	Jun 2 to Jun 16	26-May to 8-Jun
14	5-Jul	6-Jul	29-Jun	24-Jun	26-Jun	28-Jun	Jun 17 to Jun 30	9-Jun to 22-Jun
15	19-Jul	20-Jul	13-Jul	8-Jul	10-Jul	12-Jul	Jul 1 to Jul 14	23-Jun to 6-Jul
16	2-Aug	3-Aug	27-Jul	22-Jul	24-Jul	26-Jul	Jul 15 to Jul 28	7-Jul to 20-Jul
17	16-Aug	17-Aug	10-Aug	8/2/2019***	7-Aug	9-Aug	Jul 29 to Aug 11	21-Jul to 3-Aug
18	30-Aug	31-Aug	24-Aug	19-Aug	21-Aug	23-Aug	Aug 12 to Aug 25	4-Aug to 17-Aug
19	13-Sep	14-Sep	7-Sep	8/30/2019***	4-Sep	6-Sep	Aug 26 to Sep 8	18-Aug to 31-Aug
20	27-Sep	28-Sep	21-Sep	16-Sep	18-Sep	20-Sep	Sep 9 to Sep 22	1-Sep to 14-Sep
21	11-Oct	12-Oct	5-Oct	30-Sep	2-Oct	4-Oct	Sep 23 to Oct 6	15-Sep to 28-Sep
22	25-Oct	26-Oct	19-Oct	10/11/2019***	16-Oct	18-Oct	Oct 7 to Oct 20	29-Sep to 12-Oct
23	8-Nov	9-Nov	2-Nov	28-Oct	30-Oct	1-Nov	Oct 21 to Nov 3	13-Oct to 26-Oct
24	22-Nov	23-Nov	16-Nov	11/8/2019***	13-Nov	15-Nov	Nov 4 to Nov 17	27-Oct to 9-Nov
25	6-Dec	7-Dec	30-Nov	25-Nov	27-Nov	29-Nov	Nov 18 to Dec 1	10-Nov to 23-Nov
26	20-Dec	21-Dec	14-Dec	9-Dec	11-Dec	13-Dec	Dec 2 to Dec 15	24-Nov to 7-Dec

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 **TIMESHEETS FOR HOURLY EMPLOYEES** who work on **SATURDAY** of the cutoff week.

TIMEKEEPING OPTIONS:

(1) Time may be entered and approved up to Sunday 12:00 Midnight of the cut-off 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 Tuesday.

TSSU APPOINTMENT FORMS AND E- APPOINTMENT

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 form is 4:00 pm on Monday of first Biweekly Payroll Cycle

 **Deadline** for receipt of E-APPOINTMENT is 12:00 noon on Thursday of first Biweekly Payroll Cycle

<u>2019 SEMESTER TERM PAYROLL DATES</u>			<u>PAPER TSU DIRECTLY TO PAYROLL</u>	<u>E-APPOINTMENT DIRECTLY TO PAYROLL</u>
December 24 – April 19, 2019	Spring Semester 1191	8.5 Pay Periods	12/12/2018 *	12/13/2018 *
April 29 – June 21, 2019	<i>Intersession</i>	4 Pay Periods	04/29/2019	05/02/2019
Apr 22, – August 16, 2019	Summer Semester 1194	8.5 Pay Periods	04/15/2019	04/18/2019
June 24 – August 16, 2019	<i>Summer Session</i>	4 Pay Periods	06/24/2019	06/27/2019
August 26 - December 20 , 2019	Fall Semester 1197	8.5 Pay Periods	08/19/2019	08/22/2019

IF YOU REQUIRE MORE INFORMATION OR ASSISTANCE PLEASE CALL OR EMAIL:

Research Accounting 28092	Specific Purpose/Fin 24877 or 23757	Human Resources 23237	Faculty Relations 24637 or 25681	PAYROLL 24839 or 28486 E: PAYROLL@SFU.CA
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**2019 SIMON FRASER UNIVERSITY
PAYROLL SCHEDULE**

2018 Final Quarter Dates

Pay Period Number	PAYDAY Friday	Salary Pay Period End Date	Hourly Pay Period End Date	FORMS DEADLINE		TIMESHEETS DEADLINE		
				PAF's for Fund 11 and Paper TSU Directly to Payroll Office DUE Monday 4:00pm	*Approved Forms to Payroll Office (PAFs from **Research Accounting and Specific Purpose/ Add Pay Forms from HR and FR) DUE Wednesday 4:00 pm	TIMESHEETS DUE Friday 4:00pm	HOURLY TIMESHEETS Days reported	SALARY TIMESHEETS Exception Reporting
21	12-Oct	13-Oct	6-Oct	1-Oct	3-Oct	5-Oct	Sep 23 to Oct 6	Sep 16 to Sep 29
22	26-Oct	27-Oct	20-Oct	15-Oct	17-Oct	19-Oct	Oct 7 to Oct 20	Sep 30 to Oct 13
23	9-Nov	10-Nov	3-Nov	29-Oct	31-Oct	2-Nov	Oct 21 to Nov 3	Oct 14 to Oct 27
24	23-Nov	24-Nov	17-Nov	11/09/2018*	14-Nov	16-Nov	Nov 4 to Nov 17	Oct 28 to Nov 10
25	7-Dec	8-Dec	1-Dec	26-Nov	28-Nov	30-Nov	Nov 18 to Dec 1	Nov 11 to Nov 24
26	21-Dec	22-Dec	15-Dec	12/10/2018***	12/10/2018***	14-Dec	Dec 2 to Dec 15	Nov 25 to Dec 8

EARLY DEADLINE DATES FOR SUBMISSION OF PAYROLL DOCUMENTS

APPOINTMENTS *EARLY CUTOFF*****

ACTION ITEM	*** December 21, 2018 Payday Forms Due by: 4:00PM(revised dates)	***January 04, 2019 Payday Forms Due by: 4:00PM	March 29, 2019 Thursday Payday Forms Due by: 4:00PM
	PAYROLL YEAR END	PAYROLL YEAR BEGIN	FISCAL YEAR END
PAF's to Research Accounting	Thursday, December 06, 2018	Monday, December 10, 2018	Thursday, March 14, 2019
PAF's to Specific Purpose	Thursday, December 06 2018	Monday, December 10, 2018	Thursday March 14, 2019
PAF's for Fund 11 directly to Payroll	Monday December 10, 2018	Wednesday December 12, 2018	Monday March 18, 2019
 e-Appointment Semester Start Briefcase Load		Thursday, December 13, 2018	

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