

2024 Timesheet/Form deadlines

Payroll forms

Forms legend: Digital timesheet, paper timesheet, exception forms, OT forms, shift prem forms

To manage the entry into the system the following deadlines must be met to be paid for each pay period

Pay Period		For time worked by	Submitted to Manager or Financial Officer by Monday 8am	Manager approvals	Payroll entry
PP0124	PT 17-12-23 - 30-12-23 FT 31-12-23 - 13-01-24	30-Dec-23	2-Jan-24	3-Jan-24	4-Jan-24
PP0224	PT 31-12-23 - 13-01-24 FT 14-01-24 - 27-01-24	13-Jan-24	15-Jan-24	16-Jan-24	18-Jan-24
PP0324	PT 14-01-24 - 27-01-24 FT 28-01-24 - 10-02-24	27-Jan-24	29-Jan-24	30-Jan-24	1-Feb-24
PP0424	PT 28-01-24 - 10-02-24 FT 11-02-24 - 24-02-24	10-Feb-24	12-Feb-24	13-Feb-24	15-Feb-24
PP0524	PT 11-02-24 - 24-02-24 FT 25-02-24 - 09-03-24	24-Feb-24	26-Feb-24	27-Feb-24	29-Feb-24
PP0624	PT 25-02-24 - 09-03-24 FT 10-03-24 - 23-03-24	9-Mar-24	11-Mar-24	12-Mar-24	14-Mar-24
PP0724	PT 10-03-24 - 23-03-24 FT 24-03-24 - 06-04-24	23-Mar-24	25-Mar-24	26-Mar-24	28-Mar-24
PP0824	PT 24-03-24 - 06-04-24 FT 07-04-24 - 20-04-24	6-Apr-24	8-Apr-24	9-Apr-24	11-Apr-24
PP0924	PT 07-04-24 - 20-04-24 FT 21-04-24 - 04-05-24	20-Apr-24	22-Apr-24	23-Apr-24	25-Apr-24
PP1024	PT 21-04-24 - 04-05-24 FT 05-05-24 - 18-05-24	4-May-24	6-May-24	7-May-24	9-May-24
PP1124	PT 05-05-24 - 18-05-24 FT 19-05-24 - 01-06-24	18-May-24	21-May-24	22-May-24	23-May-24
PP1224	PT 19-05-24 - 01-06-24 FT 02-06-24 - 15-06-24	1-Jun-24	3-Jun-24	4-Jun-24	6-Jun-24
PP1324	PT 02-06-24 - 15-06-24 FT 16-06-24 - 29-06-24	15-Jun-24	17-Jun-24	18-Jun-24	20-Jun-24
PP1424	PT 16-06-24 - 29-06-24 FT 30-06-24 - 13-07-24	29-Jun-24	2-Jul-24	3-Jul-24	4-Jul-24
PP1524	PT 30-06-24 - 13-07-24 FT 14-07-24 - 27-07-24	13-Jul-24	15-Jul-24	16-Jul-24	18-Jul-24
PP1624	PT 14-07-24 - 27-07-24 FT 28-07-24 - 10-08-24	27-Jul-24	29-Jul-24	30-Jul-24	1-Aug-24
PP1724	PT 28-07-24 - 10-08-24 FT 11-08-24 - 24-08-24	10-Aug-24	12-Aug-24	13-Aug-24	15-Aug-24
PP1824	PT 11-08-24 - 24-08-24 FT 25-08-24 - 07-09-24	24-Aug-24	26-Aug-24	27-Aug-24	29-Aug-24
PP1924	PT 25-08-24 - 07-09-24 FT 08-09-24 - 21-09-24	7-Sep-24	9-Sep-24	10-Sep-24	12-Sep-24
PP2024	PT 08-09-24 - 21-09-24 FT 22-09-24 - 05-10-24	21-Sep-24	23-Sep-24	24-Sep-24	26-Sep-24
PP2124	PT 22-09-24 - 05-10-24 FT 06-10-24 - 19-10-24	5-Oct-24	7-Oct-24	8-Oct-24	10-Oct-24
PP2224	PT 06-10-24 - 19-10-24 FT 20-10-24 - 02-11-24	19-Oct-24	21-Oct-24	22-Oct-24	24-Oct-24
PP2324	PT 20-10-24 - 02-11-24 FT 03-11-24 - 16-11-24	2-Nov-24	4-Nov-24	5-Nov-24	7-Nov-24
PP2424	PT 03-11-24 - 16-11-24 FT 17-11-24 - 30-11-24	16-Nov-24	18-Nov-24	19-Nov-24	21-Nov-24
PP2524	PT 17-11-24 - 30-11-24 FT 01-12-24 - 14-12-24	30-Nov-24	2-Dec-24	3-Dec-24	5-Dec-24
PP2624	PT 01-12-24 - 14-12-24 FT 15-12-24 - 28-12-24	14-Dec-24	16-Dec-24	17-Dec-24	18-Dec-24

*Last week of year - no extensions

** change due to holiday