

Bi-weekly pay dates 2024



Employees who are part of the Canadian Union of Public Employees (CUPE), Ontario Public Service Employees Union, (OPSEU), and those who are classified as casual, are paid on the bi-weekly pay cycle. All submissions must be made by the posted cut-off dates in order to be processed on the stated pay date. Late submissions will be paid on the following pay date.

Note: All mass templates must be submitted at least one week prior to deadlines below. This allows time for approvals to occur prior to the deadline.

Pay date information (for all bi-weekly paid employees)		Submission Cut-off dates		
Pay Dates	Start Date of Pay Period	End Date of Pay Period	Time Tracking submission through Workday with all required approvals (by Monday, 12:00 p.m.)	All other submissions through Workday, such as leaves and vacation, etc., with all required approvals (by 4:30 p.m.)
Every other Friday (unless otherwise stated in bold)			After 12:01 p.m. on Monday until the Thursday of the pay week, Time Tracking is unavailable for while payroll is being processed.	Paperwork (completed hard copy received by HR by 4:30 pm)
December 29, 2023	December 10, 2023	December 23, 2023	December 21, 2023*	December 21, 2023*
January 12, 2024	December 24, 2023	January 6, 2024	January 8, 2024	January 4, 2024
January 26, 2024	January 7, 2024	January 20, 2024	January 22, 2024	January 18, 2024
February 9, 2024	January 21, 2024	February 3, 2024	February 5, 2024	February 1, 2024
February 23, 2024	February 4, 2024	February 17, 2024	February 19, 2024	February 15, 2024
March 8, 2024	February 18, 2024	March 2, 2024	March 4, 2024	February 29, 2024
March 22, 2024	March 3, 2024	March 16, 2024	March 18, 2024	March 14, 2024
April 5, 2024	March 17, 2024	March 30, 2024	April 1, 2024	March 27, 2024*
April 19, 2024	March 31, 2024	April 13, 2024	April 15, 2024	April 11, 2024
May 3, 2024	April 14, 2024	April 27, 2024	April 29, 2024	April 25, 2024
May 17, 2024	April 28, 2024	May 11, 2024	May 13, 2024	May 9, 2024
May 31, 2024	May 12, 2024	May 25, 2024	May 27, 2024	May 23, 2024
June 14, 2024	May 26, 2024	June 8, 2024	June 10, 2024	June 6, 2024
June 28, 2024	June 9, 2024	June 22, 2024	June 24, 2024	June 20, 2024
July 12, 2024	June 23, 2024	July 6, 2024	July 8, 2024	July 4, 2024
July 26, 2024	July 7, 2024	July 20, 2024	July 22, 2024	July 18, 2024
August 9, 2024	July 21, 2024	August 3, 2024	August 2, 2024*	August 1, 2024
August 23, 2024	August 4, 2024	August 17, 2024	August 19, 2024	August 15, 2024
September 6, 2024	August 18, 2024	August 31, 2024	August 30, 2024*	August 29, 2024
September 20, 2024	September 1, 2024	September 14, 2024	September 16, 2024	September 12, 2024
October 4, 2024	September 15, 2024	September 28, 2024	September 30, 2024	September 26, 2024
October 18, 2024	September 29, 2024	October 12, 2024	October 11, 2024*	October 10, 2024
November 1, 2024	October 13, 2024	October 26, 2024	October 28, 2024	October 24, 2024
November 15, 2024	October 27, 2024	November 9, 2024	November 11, 2024	November 7, 2024
November 29, 2024	November 10, 2024	November 23, 2024	November 25, 2024	November 21, 2024
December 13, 2024	November 24, 2024	December 7, 2024	December 9, 2024	December 5, 2024
December 27, 2024	December 8, 2024	December 21, 2024	December 19, 2024*	December 19, 2024
January 10, 2025	December 22, 2024	January 4, 2025	January 6, 2025	January 2, 2025

BOLD * *date is earlier than usual due to paid holidays