

**SECTION:**

**PAYROLL**

**INDEX: I-2**

**SUBJECT:**

**CUT-OFF AND PAY DATES**

Issued by: People and Culture – Payroll Services

Replaces: December 1, 2023

Effective Date: December 1, 2024

Processing the payroll is a complex and difficult process requiring considerable co-operation from departments and adherence to schedules. Departments must forward correct and complete information to Payroll Services on or before the cut-off dates indicated. Information received after the deadline will NOT be processed until the next pay date.

Pay	Pay Date	Cut-Off Date
1	09-Jan-2025	16-Dec-2024 <b>Early Cut-Off</b>
2	23-Jan-2025	10-Jan-2025
3	06-Feb-2025	24-Jan-2025
4	20-Feb-2025	06-Feb-2025 <b>Early Cut-Off</b>
5	06-Mar-2025	21-Feb-2025
6	20-Mar-2025	07-Mar-2025
7	03-Apr-2025	21-Mar-2025
8	17-Apr-2025	04-Apr-2025
9	01-May-2025	16-Apr-2025 <b>Early Cut-Off</b>
10	15-May-2025	02-May-2025
11	29-May-2025	15-May-2025 <b>Early Cut-Off</b>
12	12-Jun-2025	30-May-2025
13	26-Jun-2025	13-Jun-2025
14	10-Jul-2025	26-Jun-2025 <b>Early Cut-Off</b>
15	24-Jul-2025	11-Jul-2025
16	07-Aug-2025	24-Jul-2025 <b>Early Cut-Off</b>
17	21-Aug-2025	08-Aug-2025
18	04-Sept-2025	21-Aug-2025 <b>Early Cut-Off</b>
19	18-Sept-2025	05-Sept-2025
20	02-Oct-2025	18-Sept-2025 <b>Early Cut-Off</b>
21	16-Oct-2025	02-Oct-2025 <b>Early Cut-Off</b>
22	30-Oct-2025	17-Oct-2025
23	13-Nov-2025	30-Oct-2025 <b>Early Cut-Off</b>
24	27-Nov-2025	14-Nov-2025
25	11-Dec-2025	27-Nov-2025 <b>Early Cut-Off</b>
26	25-Dec-2025	05-Dec-2025
1	08-Jan-2026	15-Dec-2025 <b>Early Cut-Off</b>

**\*Cut-off date is FRIDAY at 5:00 PM unless otherwise indicated**

**\*(4:30 PM during summer hours)**