

## PAYROLL SCHEDULE 2023 TIME SHEET SUBMISSION DEADLINES

Highlighted dates are earlier than normal due to shortened processing time for Stat holidays

Pay Period NUMBER	PAY PERIOD DATE FROM: TO:		~~~ TIME SHEET DUE DATES ~~~		PAY DATE
			EMPLOYEES "SEND FOR APPROVAL"	SUPERVISORS APPROVAL	
			BY END OF DAY	BY NOON	
<b>2301*</b>	Dec 25, 2022	Jan 07, 2023	JAN 3, 2023	JAN 4, 2023	Jan 13, 2023
2302	Jan 08, 2023	Jan 21, 2023	Jan 17, 2023	Jan 18, 2023	Jan 27, 2023
2303	Jan 22, 2023	Feb 04, 2023	Jan 31, 2023	Feb 01, 2023	Feb 10, 2023
2304	Feb 05, 2023	Feb 18, 2023	Feb 13, 2023	Feb 14, 2023	Feb 24, 2023
2305	Feb 19, 2023	Mar 04, 2023	Feb 28, 2023	Mar 01, 2023	Mar 10, 2023
2306	Mar 05, 2023	Mar 18, 2023	Mar 14, 2023	Mar 15, 2023	Mar 24, 2023
2307	Mar 19, 2023	Apr 01, 2023	Mar 28, 2023	Mar 29, 2023	Apr 06, 2023
2308	Apr 02, 2023	Apr 15, 2023	Apr 11, 2023	Apr 12, 2023	Apr 21, 2023
2309	Apr 16, 2023	Apr 29, 2023	Apr 25, 2023	Apr 26, 2023	May 05, 2023
2310	Apr 30, 2023	May 13, 2023	May 09, 2023	May 10, 2023	May 19, 2023
2311	May 14, 2023	May 27, 2023	May 23, 2023	May 24, 2023	Jun 02, 2023
2312	May 28, 2023	Jun 10, 2023	Jun 06, 2023	Jun 07, 2023	Jun 16, 2023
2313	Jun 11, 2023	Jun 24, 2023	Jun 20, 2023	Jun 21, 2023	Jun 30, 2023
2314	Jun 25, 2023	Jul 08, 2023	Jul 04, 2023	Jul 05, 2023	Jul 14, 2023
2315	Jul 09, 2023	Jul 22, 2023	Jul 18, 2023	Jul 19, 2023	Jul 28, 2023
2316	Jul 23, 2023	Aug 05, 2023	Jul 31, 2023	Aug 01, 2023	Aug 11, 2023
2317	Aug 06, 2023	Aug 19, 2023	Aug 15, 2023	Aug 16, 2023	Aug 25, 2023
2318	Aug 20, 2023	Sep 02, 2023	Aug 28, 2023	Aug 29, 2023	Sep 08, 2023
2319	Sep 03, 2023	Sep 16, 2023	Sep 12, 2023	Sep 13, 2023	Sep 22, 2023
2320	Sep 17, 2023	Sep 30, 2023	Sep 25, 2023	Sep 26, 2023	Oct 06, 2023
2321	Oct 01, 2023	Oct 14, 2023	Oct 10, 2023	Oct 11, 2023	Oct 20, 2023
2322	Oct 15, 2023	Oct 28, 2023	Oct 24, 2023	Oct 25, 2023	Nov 03, 2023
2323	Oct 29, 2023	Nov 11, 2023	Nov 06, 2023	Nov 07, 2023	Nov 17, 2023
2324	Nov 12, 2023	Nov 25, 2023	Nov 21, 2023	Nov 22, 2023	Dec 01, 2023
2325	Nov 26, 2023	Dec 09, 2023	Dec 05, 2023	Dec 06, 2023	Dec 15, 2023
2326	Dec 10, 2023	Dec 23, 2023	Dec 12, 2023	Dec 13, 2023	Dec 29, 2023
2401	Dec 24, 2023	Jan 06, 2024	Jan 02, 2024	Jan 03, 2024	Jan 12, 2024

PLEASE NOTE: Time sheets may be called for earlier than these dates, depending on time lines to process payroll

### Helpful Notes

1. FOR UNIT 4 INSTRUCTION GUIDES, VISIT: <https://go.selkirk.ca/display/KB/Timesheets>
2. **DO NOT ENTER TIME INTO A PAY PERIOD THAT HAS ALREADY PASSED.**  
 -For example, if it is January 8th, it is too late to enter time into your time sheet for Pay Period 2301 (ended Jan 7)  
 -If you need to make an adjustment to a prior period, please email your payroll officer, or follow the guide on how to submit an adjustment to your prior period time sheet.

### \*PP 2301: Winter Break Reporting

#### PPWC EMPLOYEES ONLY

PP 2301: DEC 26, 27, 28, and JAN 2, are reported as STAT (if eligible for Stat pay)  
 DEC 29 & 30, are reported as Leave With Pay (LWPPWC), if eligible under article 9.08 of the CA.

#### ALL OTHER TIME SHEET EMPLOYEES

PP 2301: DEC 26, 27, and JAN 2, are to be reported as STATS, (if eligible for stat pay). (Observation of Dec 25th, 26th, and 1st)