

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	New Year's Day	Timesheet Lock 8:00 am Dec 16-31, 2024 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	11
3	Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload			Pay Day Dec 16-31, 2024 Hire/Change/Termination (TBH) for Jan 1-15 pay	
12	13 Off-Cycle Request Deadline at 4 pm	14 Faculty Scholarship Entry Lock for January Off Cycle Run	15	16 Award Post Deadline for January HR PPS Retro Deadline by end of day	Timesheet Lock 8:00 am Jan 1-15, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	18
19	20 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	21 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	23	24 Pay Day Jan 1-15, 2025	25
26	27 Hire/Change/Termination (TBH) for Jan 16-31 pay Off-Cycle Request Deadline at 4 pm Load Riyals-Qatar	28 Off Cycle Run	29 Missed Faculty Scholarship Lock for Jan	30	31 Parking/Donations, Campus Rec and Award Post Deadline for January HR PPS Retro Deadline by end of day	

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change

Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	,		,	,	,	1
2	3	4	5	6	7	8
_	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	•	J
	Jan 16-31, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and		
	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock		
	by 4 pm	Retro Accounting	Accruals Updated	GL Upload		
	Scholarship Approval	Scholarship Load	Distribute Actuals			
9	Time & Labour Load 10	 11	12	13	14	15
3	Pay Day	Off-Cycle Request	Faculty Scholarship Entry		Award Post	13
	Jan 16-31, 2025	Deadline at 4 pm	Lock for February		Deadline for February	
	Hire/Change/Termination		Off Cycle Run		HR PPS Retro Deadline	
	(TBH) for Feb 1-15 pay				by end of day	
16	17	18	19	20	21	22
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
		Feb 1-15, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock	
	Family Day	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and	
		Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock	
		by 4 pm	Retro Accounting	Accruals Updated	GL Upload	
		Scholarship Approval Time & Labour Load	Scholarship Load	Distribute Actuals		
23	24	25	26	27	28	
	Hire/Change/Termination	Pay Day	Missed Faculty	Off Cycle Run	Parking/Donations,	
	(TBH) for Feb 16-28 pay	Feb 1-15, 2025	Scholarship Lock for Feb		Campus Rec and Award	
			Off-Cycle Request		Post Deadline for	
			Deadline at 4 pm		February	
			Load Riyals-Qatar		HR PPS Retro Deadline	
					by end of day	

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process
any Hire/Rehire, Job Changes or Terminations
for employees in current pay. Including
Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/

Donations &Campus Rec Deadline/Lock
Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Feb 16-28, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and		
	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock		
	by 4 pm	Retro Accounting	Accruals Updated	GL Upload		
	Scholarship Approval	Scholarship Load	Distribute Actuals			
	Time & Labour Load					
9	10	11	12	13	14	15
	Pay Day	Off-Cycle Request	Off Cycle Run	Faculty Scholarship Entry		
	Feb 16-28, 2025	Deadline at 4 pm		Lock for March		
		Hire/Change/Termination				
		(TBH) for Mar 1 - 15 pay				
16	17	18	19	20	21	22
	Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
	Deadline for March	Mar 1-15, 2025	Termination Lockout	Entered and Approved	Hire, Change and	
	HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Pay Confirm	Termination Unlock	
	by end of day	Timesheet Approval	Grad TBH (Mar 1-15)	Bank Transmission	GL Upload	
		by 4 pm	Retro Accounting	Accruals Updated, Dist Act.		
		Scholarship Approval	Scholarship Load	Hire/Change/Termination		
		Time & Labour Load	· ·	(TBH) for Mar 16-31 pay		
				Scholarship Unlock 4pm		
23	24	25	26	27	28	29
	Missed Faculty	Pay Day	Off-Cycle Request	Timesheet Lock 8:00 am	Hire, Change and	
	Scholarship Lock for March	Mar 1-15, 2025	Deadline at 4 pm	Mar 16-31, 2025	Termination Lockout	
			Parking/Donations,	Manager/Budget Owner	Including Sessional and	
			Campus Rec and Award	Timesheet Approval	Grad TBH	
			Post Deadline for March	by 4 pm	Retro Accounting	
			HR PPS Retro Deadline	Scholarship Approval	Scholarship Load	
			by end of day	Time & Labour Load	·	
			Load Riyals-Qatar	Off Cycle Run		
30	31					
	Salaried Recoveries					
	Entered and Approved					
	Pay Confirm					
	Bank Transmission					
	Accruals Updated					
	Distribute Actuals					
	GL Upload					

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Timesheet Unlock 8 am				
		Scholarship Unlock				
		Hire, Change and				
		Termination Unlock				
6	7	8	9	10	 11	12
O	'	ľ	Hire/Change/Termination	Pay Day	Off-Cycle Request	12
			(TBH) for Apr 1-15 pay	Mar 16-31, 2025	Deadline at 4 pm	
			(TBH) for Apr 1-15 pay	Iviai 10-51, 2025	Faculty Scholarship Entry	
					Lock for April	
					2001.101710111	
13	14	15	16	17	18	19
	Off Cycle Run	Award Post	Timesheet Lock 8:00 am	Hire, Change and		
		Deadline for April	Apr 1-15, 2025	Termination Lockout	Good Friday	
		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and		
		by end of day	Timesheet Approval	Grad TBH		
			by 4 pm	Retro Accounting		
			Scholarship Approval	Scholarship Load		
20	21	22	Time & Labour Load	24	25	26
20	21	Salaried Recoveries	Timesheet Unlock 8 am	Hire/Change/Termination	Pay Day	20
	Easter Monday	Entered and Approved	Scholarship Unlock	(TBH) for Apr 16-30 pay	Apr 1-15, 2025	
	Laster Moriday	Pay Confirm	Hire, Change and	(TBH) for Apr 10-00 pay	Apr 1-10, 2020	
		Bank Transmission	Termination Unlock			
		Accruals Updated	GL Upload			
		Distribute Actuals	1			
27	28	29	30			
	Off-Cycle Request	Off Cycle Run	Parking/Donations,			
	Deadline at 4 pm		Campus Rec and Award			
	Missed Faculty		Post Deadline for April			
	Scholarship Lock for April		HR PPS Retro Deadline			
	Load Riyals-Qatar		by end of day			

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process
any Hire/Rehire, Job Changes or Terminations
for employees in current pay. Including
Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/

Donations &Campus Rec Deadline/Lock
Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Timesheet Lock 8:00 am	Hire, Change and	
				Apr 16-30, 2025	Termination Lockout	
				Manager/Budget Owner	Including Sessional and	
				Timesheet Approval	Grad TBH	
				by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
				Time & Labour Load		
4	5	6	7	8	9	10
	Salaried Recoveries	Timesheet Unlock 8 am		Hire/Change/Termination	Pay Day	
	Entered and Approved	Scholarship Unlock		(TBH) for May 1-15 pay	Apr 16 - 30, 2025	
	Pay Confirm	Hire, Change and				
	Bank Transmission	Termination Unlock				
	Accruals Updated	GL Upload				
	Distribute Actuals					
11	12	13	14	4.5	16	17
111	Faculty Scholarship Entry		Award Post	15		17
		Off Cycle Run		Timesheet Lock 8:00 am	Hire, Change and	
	Lock for May		Deadline for May	May 1-15, 2025	Termination Lockout	
	Off-Cycle Request Deadline at 4 pm		HR PPS Retro Deadline by end of day	Manager/Budget Owner Timesheet Approval	Including Sessional and Grad TBH	
	Deadline at 4 pm		by end of day	by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
				Time & Labour Load	Scholarship Load	
18	19	20	21	22	23	24
		Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
		Entered and Approved	Scholarship Unlock		May 1-15, 2025	
	Victoria Day	Pay Confirm	Hire, Change and			
	•	Bank Transmission	Termination Unlock			
		Accruals Updated	GL Upload			
		Distribute Actuals				
25	26	27	28	29	30	31
	Off-Cycle Request	Off Cycle Run	Missed Faculty		Parking/Donations,	
	Deadline at 4 pm		Scholarship Lock for May		Campus Rec and Award	
	Hire/Change/Termination				Post Deadline for May	
	(TBH) for May 16-31 pay				HR PPS Retro Deadline	
	Load Riyals-Qatar				by end of day	

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change

Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/

Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	May 16-31, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and		
	Timesheet Approval 4pm	Grad TBH	Bank Transmission	Termination Unlock		
	Scholarship Approval	Retro Accounting	Accruals Updated	GL Upload		
	Time & Labour Load	Scholarship Load	Distribute Actuals			
8	9	10	11	12	13	14
		Pay Day	Off-Cycle Request	Off Cycle Run	Faculty Scholarship Entry	
		May 16-31, 2025	Deadline at 4 pm		Lock for June	
			Hire/Change/Termination			
			(TBH) for Jun 1-15 pay			
15	16	17	18	 19	20	21
15	16	Award Post		-	-	21
			Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
		Deadline for June	June 1-15, 2025	Termination Lockout	Entered and Approved	
		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Pay Confirm	
		by end of day	Timesheet Approval	Grad TBH	Bank Transmission	
			by 4 pm Scholarship Approval	Retro Accounting	Accruals Updated	
			Time & Labour Load	Scholarship Load	Distribute Actuals	
22	23	24	25	126	27	28
	Timesheet Unlock 8 am	Hire/Change/Termination	Pay Day	Missed Faculty	Off Cycle Run	
	Scholarship Unlock	(TBH) for Jun 16-30 pay	June 1-15, 2025	Scholarship Lock for June	5 5,00 run	
	Hire, Change and	(12.1.) for ball to be pay	04.10 1 10, 2020	Off-Cycle Request		
	Termination Unlock			Deadline at 4 pm		
	GL Upload			Load Riyals-Qatar		
	,			'		
29	30					
	Parking/Donations,					
	Campus Rec and Award					
	Post Deadline for June					
	HR PPS Retro Deadline					
	by end of day					
			1			

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process

any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.

Hourly Employee - enter all hours worked

Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/

Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
,	,	1	2	3	4	5
			Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
			June 16-30, 2025	Termination Lockout	Entered and Approved	
		Canada Day	Manager/Budget Owner	Including Sessional and	Pay Confirm	
			Timesheet Approval	Grad TBH	Bank Transmission	
			by 4 pm	Retro Accounting	Accruals Updated	
			Scholarship Approval	Scholarship Load	Distribute Actuals	
			Time & Labour Load			
6	7	8	9	10	11	12
	Timesheet Unlock 8 am			Pay Day	Off-Cycle Request	
	Scholarship Unlock			Jun 16-30, 2025	Deadline at 4 pm	
	Hire, Change and				Hire/Change/Termination	
	Termination Unlock				(TBH) for July 1-15 pay	
	GL Upload					
40	44	45	140	147	140	40
13	14	15	16	17	18	19
	Off Cycle Run	Faculty Scholarship Entry		Award Post	Timesheet Lock 8:00 am	
		Lock for July		Deadline for July	July 1-15, 2025	
				HR PPS Retro Deadline	Manager/Budget Owner	
				by end of day	Timesheet Approval	
					by 4 pm Scholarship Approval	
					1 1	
20	21	22	23	24	Time & Labour Load	26
20	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	Hire/Change/Termination	Pay Day	20
	Termination Lockout	Entered and Approved	Scholarship Unlock	(TBH) for July 16-31 pay	July 1-15, 2025	
	Including Sessional and	Pay Confirm	Hire, Change and	(TDIT) for July 10-51 pay	July 1-13, 2023	
	Grad TBH	Bank Transmission	Termination Unlock			
	Retro Accounting	Accruals Updated	GL Upload			
	Scholarship Load	Distribute Actuals	OE Opioda			
	Controlation p 2000					
27	28	29	30	31		
	Off-Cycle Request	Off Cycle Run	Parking/Donations,	Timesheet Lock 8:00 am		
	Deadline at 4 pm		Campus Rec and Award	July 16-31, 2025		
	Missed Faculty		Post Deadline for July	Manager/Budget Owner		
	Scholarship Lock for July		HR PPS Retro Deadline	Timesheet Approval		
	Load Riyals-Qatar	1	by end of day	by 4 pm		
	Luau Myais-Qalai		,			
	Load Myais-Qatai		,	Scholarship Approval		

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/

Donations & Campus Rec Deadline/Lock
Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		•			1	2
					Hire, Change and	
					Termination Lockout	
					Including Sessional and	
					Grad TBH	
					Retro Accounting	
					Scholarship Load	
3	4	5	6	7	8	9
		Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
	Heritage Day	Entered and Approved	Scholarship Unlock		July 16-31, 2025	
		Pay Confirm	Hire, Change and			
		Bank Transmission	Termination Unlock			
		Accruals Updated	GL Upload			
		Distribute Actuals				
10	11	12	13	14	15	16
	Off-Cycle Request	Off Cycle Run	Faculty Scholarship Entry		Award Post	
	Deadline at 4 pm	,	Lock for August		Deadline for August	
	Hire/Change/Termination		_		HR PPS Retro Deadline	
	(TBH) for Aug 1 -15 pay				by end of day	
17	18	19	20	21	22	23
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Aug 1-15, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and		
	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock		
	by 4 pm	Retro Accounting	Accruals Updated	GL Upload		
	Scholarship Approval	Scholarship Load	Distribute Actuals			
0.4	Time & Labour Load	22	107	100	100	00
24	25	26	27	28	29	30
	Pay Day	Off-Cycle Request	Missed Faculty		Parking/Donations,	
	Aug 1-15, 2025	Deadline at 4 pm	Scholarship Lock for Aug		Campus Rec and Award	
	Hire/Change/Termination		Off Cycle Run		Post Deadline for August HR PPS Retro Deadline	
	(TBH) for Aug 16-31 pay Load Riyals-Qatar				by end of day	
	Luau Myais-Qalai				by end of day	
31						
			ı	ı		

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	
		Aug 16-31, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock	
	Labour Day	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and	
		Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock	
		by 4 pm	Retro Accounting	Accruals Updated	GL Upload	
		Scholarship Approval	Scholarship Load	Distribute Actuals		
		Time & Labour Load				
7	8	9	10	11	12	13
			Pay Day	Off-Cycle Request	Off Cycle Run	
			Aug 16-31, 2025	Deadline at 4 pm		
				Hire/Change/Termination		
				(TBH) for Sept 1-15 pay		
14	15	 16	17	18	19	20
14	Faculty Scholarship Entry	10	Award Post	Timesheet Lock 8:00 am		20
					Hire, Change and	
	Lock for September		Deadline for September	Sept 1-15, 2025	Termination Lockout	
			HR PPS Retro Deadline by end of day	Manager/Budget Owner Timesheet Approval	Including Sessional and Grad TBH	
			by end or day	by 4 pm	Retro Accounting	
				Scholarship Approval	Scholarship Load	
				Time & Labour Load	Scholarship Load	
21	22	23	24	25	26	27
	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	Off-Cycle Request	
	Entered and Approved	Scholarship Unlock		Sept 1-15, 2025	Deadline at 4 pm	
	Pay Confirm	Hire, Change and		Missed Faculty	Load Riyals-Qatar	
	Bank Transmission	Termination Unlock		Scholarship Lock for Sept	,	
	Accruals Updated	GL Upload		, 2232. 30pt		
	Distribute Actuals	Hire/Change/Termination				
		(TBH) for Sept 16-30 pay				
28	29	30				
	Parking/Donations,					
	Campus Rec and Award	National Truth and				
	Post Deadline for	Reconciliation Day				
	September					
	HR PPS Retro Deadline					
	by end of day					
	Off Cycle Run					

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/

Donations & Campus Rec Deadline/Lock
Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	, i	, , ,	1	2	3	4
			Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
			Sept 16-30, 2025	Termination Lockout	Entered and Approved	
			Manager/Budget Owner	Including Sessional and	Pay Confirm	
			Timesheet Approval	Grad TBH	Bank Transmission	
			by 4 pm	Retro Accounting	Accruals Updated	
			Scholarship Approval	Scholarship Load	Distribute Actuals	
			Time & Labour Load			
5	6	7	8	9	10	11
	Timesheet Unlock 8 am			Hire/Change/Termination	Pay Day	
	Scholarship Unlock			(TBH) for Oct 1-15 pay	Sept 16-30, 2025	
	Hire, Change and					
	Termination Unlock					
	GL Upload					
12	13	14	15	16	17	18
12		Faculty Scholarship Entry	Off Cycle Run	Award Post	Timesheet Lock 8:00 am	10
	Thanksgiving Day	Lock for October	Oli Cycle Rull	Deadline for October	Oct 1-15, 2025	
	i mankogiving bay	Off-Cycle Request		HR PPS Retro Deadline	Manager/Budget Owner	
		Deadline at 4 pm		by end of day	Timesheet Approval	
		Doddino de 1 pm		by one or day	by 4 pm	
					Scholarship Approval	
					Time & Labour Load	
19	20	21	22	23	24	25
	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		Pay Day	
	Termination Lockout	Entered and Approved	Scholarship Unlock		Oct 1-15, 2025	
	Including Sessional and	Pay Confirm	Hire, Change and			
	Grad TBH	Bank Transmission	Termination Unlock			
	Retro Accounting	Accruals Updated	GL Upload			
	Scholarship Load	Distribute Actuals				
20	0.7	00	200	20	24	
26	27	28 0# Out-la Dun	29 Missed Faculty	30	31	
	Off-Cycle Request	Off Cycle Run	•		Parking/Donations,	
	Deadline at 4 pm		Scholarship Lock for Oct		Campus Rec and Award Post Deadline for	
	Hire/Change/Termination (TBH) for Oct 16-31 pay				October	
	Load Riyals-Qatar				HR PPS Retro Deadline	
	Load Myais-Qalai				by end of day	
					by ond or day	
					1	

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/

Donations & Campus Rec Deadline/Lock
Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
_	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	<i>'</i>	J
	Oct 16-31, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and		
	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock		
	by 4 pm	Retro Accounting	Accruals Updated	GL Upload		
	Scholarship Approval	Scholarship Load	Distribute Actuals			
	Time & Labour Load	'				
9	10	11	12	13	14	15
	Pay Day		Off-Cycle Request	Faculty Scholarship Entry		
	Oct 16-31, 2025	Remembrance	Deadline at 4 pm	Lock for November		
	Hire/Change/Termination	Day		Off Cycle Run		
	(TBH) for Nov 1 -15 pay					
16	17	18	19	20	21	22
10	Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am	22
	Deadline for November	Nov 1-15, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock	
	HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Pay Confirm	Hire, Change and	
	by end of day	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock	
	by cha of day	by 4 pm	Retro Accounting	Accruals Updated	GL Upload	
		Scholarship Approval	Scholarship Load	Distribute Actuals	02 06:000	
		Time & Labour Load				
23	24	25	26	27	28	29
	Hire/Change/Termination	Pay Day	Missed Faculty	Off Cycle Run	Parking/Donations,	
	(TBH) for Nov 16-30 pay	Nov 1-15, 2025	Scholarship Lock for Nov		Campus Rec and Award	
			Off-Cycle Request		Post Deadline for	
			Deadline at 4 pm		November	
			Load Riyals-Qatar		HR PPS Retro Deadline	
					by end of day	
30	1		I			

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process
any Hire/Rehire, Job Changes or Terminations
for employees in current pay. Including
Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	Timesheet Unlock 8 am		
	Nov 16-30, 2025	Termination Lockout	Entered and Approved	Scholarship Unlock		
	Manager/Budget Owner	Including Sessional and	Pay Confirm - Pay 23	Hire, Change and		
	Timesheet Approval	Grad TBH	Bank Transmission	Termination Unlock		
	by 4 pm	Retro Accounting	Accruals Updated	GL Upload		
	Scholarship Approval	Scholarship Load	Distribute Actuals			
	Time & Labour Load					
7	8	9	10	11	12	13
			Pay Day	Off-Cycle Request	Faculty Scholarship Entry	
			Nov 16-30, 2025	Deadline at 4 pm	Lock for December	
			Hire/Change/Termination		Off Cycle Run	
			(TBH) for Dec 1 -15 pay			
14	15	16	17	18	19	20
	Load Riyals-Qatar	Award Post	Timesheet Lock 8:00 am	Hire, Change and	Salaried Recoveries	
	1 '	Deadline for December	Dec 1-15, 2025	Termination Lockout	Entered and Approved	
		HR PPS Retro Deadline	Manager/Budget Owner	Including Sessional and	Hire/Change/Termination	
		by end of day	Timesheet Approval	Grad TBH (Dec. 1-15/25)	(TBH) for Dec 16-31 pay	
			by 4 pm	Retro Accounting	Pay Confirm - Pay 24	
			Scholarship Approval	Scholarship Load	Bank Transmission	
			Time & Labour Load	·	Accruals Updated	
21	22	23	24	25	26	27
	Timesheet Unlock 8 am	2025 Off cycles	Pay Day	Christmas	Boxing	
	Scholarship Unlock	Distribute Actuals noon	Dec 1-15, 2025	Day	Day	
	Hire, Change and	Create Paylines	Parking/Donations,			
	Termination Unlock	2026 Tax Changes - TB	Campus Rec, Missed			
	Load 2026 Tax	GL Upload	Scholarship Deadline /			
	updates in Prod-JN		Lock for December			
	Load 2025 United Way		HR PPS Retro Deadline			
	Off-Cycle Request		by end of day			
	Deadline at 4 pm					
28	29	30	31			
	Floater Day	Floater Day	Floater Day			
				l		

^{*} Please note, the Missed Scholarship Deadline for December 24 is for payments entered in the scholarship payment panel and does not include either the Grad or Undergrad Award posts. Posts will be paid on January 23

Legend

lire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m. Hourly Employee - enter all hours worked Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.



January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	New Year's Day	Timesheet Lock 8:00 am Dec 16-31, 2025 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load 9	10
	Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload		Pay Day Dec 16-31, 2025 Hire/Change/Termination (TBH) for Jan 1-15 pay	
11	Off-Cycle Request Dealine at 4pm	Faculty Scholarship Entry Lock for January Off Cycle Run	14	Award Post Deadline for January HR PPS Retro Deadline by end of day	Timesheet Lock 8:00 am Jan 1-15, 2026 Manager/Budget Owner Timesheet Approval by 4 pm Scholarship Approval Time & Labour Load	17
18	19 Hire, Change and Termination Lockout Including Sessional and Grad TBH Retro Accounting Scholarship Load	20 Salaried Recoveries Entered and Approved Pay Confirm Bank Transmission Accruals Updated Distribute Actuals	21 Timesheet Unlock 8 am Scholarship Unlock Hire, Change and Termination Unlock GL Upload	22	23 Pay Day Jan 1-15, 2026	24
25	26 Hire/Change/Termination (TBH) for Jan 16-31 pay Off-Cycle Request Dealine at 4pm Load Riyals-Qatar	27 Off Cycle Run	28 Missed Faculty Scholarship Lock for Jan	29	30 Parking/Donations, Campus Rec and Award Post Deadline for January HR PPS Retro Deadline by end of day	31

Legend

Hire/Change Lockout:

As of 8:00 a.m. unable to process any Hire/Rehire, Job Changes or Terminations for employees in current pay. Including Sessional & Grad TBH hires

Timesheet Lock/Unlock:

Enter time prior to lockout at 8:00 a.m.
Hourly Employee - enter all hours worked
Salaried Employees - enter exception time only

Timesheet Approval:

All time not approved by 4:00 pm will be mass approved and appear in your portal for acknowledgement.

Hire/Termination/Change

Information & Payroll Forms Cutoff:

All approvals must be complete on Hires, Terms and Job Changes prior to 4:30, not just initiated as of this date. (TBH = Template Base Hire) excluded Sessional & Grad TBH's

Scholarship/Award Post/Parking/ Donations &Campus Rec Deadline/Lock

Entering must be complete by end of day.

Scholarship Approval - 4:00 pm

HR PPS (People Process and Solutions)

Retro processing deadline is end of day.

Off-Cycle Request Deadline - 4:00 pm

All requests for an off-cycle payment (excluding scholarships) need to be submitted by 4pm.