



2021-2022

HR/PAYROLL Calendar

	Stat Holidays/Lieu day
	Semi-Monthly Pay Days
	HR Deadline for workflows for the next pay date
	Payroll Deadline: Timesheets and requests due by Noon and Approvals by 4:30
	Discretionary Days off

July-21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August-21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September-21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December-21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2021-2022 PAYROLL - TIMESHEET CALENDAR

Pay Period	Timesheets due to Supervisor by Employee	Pay Day
July 1-15	July 15, 2021	July 23, 2021
July 16-31	July 30, 2021	August 10, 2021
August 1 -15	August 13, 2021	August 25, 2021
August 16-31	August 31, 2021	September 10, 2021
September 1-15	September 15, 2021	September 24, 2021
September 16 -30	September 30, 2021	October 8, 2021
October 1 -15	October 15, 2021	October 25, 2021
October 16-31	October 30, 2021	November 10, 2021
November 1-15	November 15, 2021	November 25, 2021
November 16-30	November 30, 2021	December 10, 2021
December 1 -15	December 15, 2021	December 24, 2021
December 16-31	December 23, 2021	January 10, 2022
If not working between Christmas and New Years please submit Timesheet prior to last date before the break		
January 1 -15	January 14, 2022	January 25, 2022
January 16-31	January 31, 2022	February 10, 2022
February 1 -15	February 15, 2022	February 25, 2022
February 16-28	February 28, 2022	March 10, 2022
March 1 -15	March 15, 2022	March 25, 2022
March 16-31	March 31, 2022	April 8, 2022
April 1 - 15	April 14, 2022	April 25, 2022
April 16 -30	April 29, 2022	May 10, 2022
May 1-15	May 13, 2022	May 25, 2022
May 16-31	May 31, 2022	June 10, 2022
June 1-15	June 15, 2022	June 24, 2022
June 16-30	June 30, 2022	July 8, 2022

Employee's submit online timesheets to your supervisor by Noon on the due date.
Supervisor's approve timesheets to Payroll by 4:30 on the same due date.

Statutory Holidays

Holiday	Date
Canada Day	Thursday July 1, 2021
Civic Holiday	Monday August 2, 2021
Labour Day	Monday September 6, 2021
Thanksgiving Day	Monday October 11, 2021
Remembrance Day	Thursday November 11, 2021
Christmas Day	Saturday December 25, 2021
Boxing Day	Sunday December 26, 2021
Discretionary Days	December 29, 30, 31, 2021
New Year's Day	Saturday January 1, 2022
Family Day	Monday February 21, 2022
Good Friday	Friday April 15, 2022
Easter Monday	Monday April 18, 2022
Victoria Day	Monday May 23, 2022