

**Pay Schedule and Time Sheet Submission Deadlines
2023**

Pay Number	Pay Period Start Date	Pay Period End Date	Pay of the Year	Flex Weeks	Pay Date	Note Exceptions Employee	Note Exceptions Approver	Employee Deadline	Approver Deadline
1	25-Dec-22	7-Jan-23	1	1\2	13-Jan-23			6-Jan-23	9-Jan-23
2	8-Jan-23	21-Jan-23	2	3\4	27-Jan-23			20-Jan-23	23-Jan-23
3	22-Jan-23	4-Feb-23	1	1\2	10-Feb-23			3-Feb-23	6-Feb-23
4	5-Feb-23	18-Feb-23	2	3\4	24-Feb-23	16-Feb-23	17-Feb-23	16-Feb-23	17-Feb-23
5	19-Feb-23	4-Mar-23	1	1\2	10-Mar-23			3-Mar-23	6-Mar-23
6	5-Mar-23	18-Mar-23	2	3\4	24-Mar-23			17-Mar-23	20-Mar-23
7	19-Mar-23	1-Apr-23	1	1\2	6-Apr-23	30-Mar-23	31-Mar-23	30-Mar-23	31-Mar-23
8	2-Apr-23	15-Apr-23	2	3\4	21-Apr-23			14-Apr-23	17-Apr-23
9	16-Apr-23	29-Apr-23	1	1\2	5-May-23			28-Apr-23	1-May-23
10	30-Apr-23	13-May-23	2	3\4	19-May-23			12-May-23	15-May-23
11	14-May-23	27-May-23	1	1\2	2-Jun-23			26-May-23	29-May-23
12	28-May-23	10-Jun-23	2	3\4	16-Jun-23			9-Jun-23	12-Jun-23
13	11-Jun-23	24-Jun-23	1	1\2	30-Jun-23			23-Jun-23	26-Jun-23
14	25-Jun-23	8-Jul-23	2	3\4	14-Jul-23			7-Jul-23	10-Jul-23
15	9-Jul-23	22-Jul-23	3	1\2	28-Jul-23			21-Jul-23	24-Jul-23
16	23-Jul-23	5-Aug-23	1	3\4	11-Aug-23	3-Aug-23	4-Aug-23	3-Aug-23	4-Aug-23
17	6-Aug-23	19-Aug-23	2	1\2	25-Aug-23			18-Aug-23	21-Aug-23
18	20-Aug-23	2-Sep-23	1	3\4	8-Sep-23	31-Aug-23	1-Sep-23	31-Aug-23	1-Sep-23
19	3-Sep-23	16-Sep-23	2	1\2	22-Sep-23			15-Sep-23	18-Sep-23
20	17-Sep-23	30-Sep-23	1	3\4	6-Oct-23	28-Sep-23	29-Sep-23	28-Sep-23	29-Sep-23
21	1-Oct-23	14-Oct-23	2	1\2	20-Oct-23			13-Oct-23	16-Oct-23
22	15-Oct-23	28-Oct-23	1	3\4	3-Nov-23			27-Oct-23	30-Oct-23
23	29-Oct-23	11-Nov-23	2	1\2	17-Nov-23	9-Nov-23	10-Nov-23	9-Nov-23	10-Nov-23
24	12-Nov-23	25-Nov-23	3	3\4	1-Dec-23			24-Nov-23	27-Nov-23
25	26-Nov-23	9-Dec-23	1	1\2	15-Dec-23			8-Dec-23	11-Dec-23
26	10-Dec-23	23-Dec-23	2	3\4	29-Dec-23	15-Dec-23	18-Dec-23	15-Dec-23	18-Dec-23

REMINDER E:MAILS ARE AUTO SENT FOR ALL TIMESHEET DEADLINES
IF PAPER TIMESHEET NEEDS TO BE SENT FOR ADJUSTMENTS SEND TO PAYROLL VIA EMAIL OR FAX:
Payroll Email: prassist@kpu.ca or Payroll FAX # 599-3141

* Statutory Holidays fall during the weeks when these payrolls are being processed*
Late timesheets will be processed if time permits (otherwise the following pay period)