

2012 BI-WEEKLY PAY PERIOD SCHEDULE FOR ALL EMPLOYEES

PAY #	PAY PERIOD					FLEX WEEK	PAYDATES		Timesheets are due in the Payroll Dept. NO LATER THAN NOON on the WEDNESDAYS listed below, except where noted:		
1	December	25/11	to	January	7	3\4	January	13	January	4	
2	January	8	to	January	21	1\2	January	27	January	18	
3	January	22	to	February	4	3\4	February	10	February	1	
4	February	5	to	February	18	1\2	February	24	February	15	
5	February	19	to	March	3	3\4	March	9	February	29	
6	March	4	to	March	17	1\2	March	23	March	14	
7	March	18	to	March	31	3\4	April	5	March	27	Tuesday***
8	April	1	to	April	14	1\2	April	20	April	11	
9	April	15	to	April	28	3\4	May	4	April	25	
10	April	29	to	May	12	1\2	May	18	May	9	
11	May	13	to	May	26	3\4	June	1	May	23	
12	May	27	to	June	9	1\2	June	15	June	6	
13	June	10	to	June	23	3\4	June	29	June	20	
14	June	24	to	July	7	1\2	July	13	July	4	
15	July	8	to	July	21	3\4	July	27	July	18	
16	July	22	to	August	4	1\2	August	10	July	31	Tuesday***
17	August	5	to	August	18	3\4	August	24	August	15	
18	August	19	to	September	1	1\2	September	7	August	28	Tuesday***
19	September	2	to	September	15	3\4	September	21	September	12	
20	September	16	to	September	29	1\2	October	5	September	26	
21	September	30	to	October	13	3\4	October	19	October	10	
22	October	14	to	October	27	1\2	November	2	October	24	
23	October	28	to	November	10	3\4	November	16	November	6	Tuesday***
24	November	11	to	November	24	1\2	November	30	November	21	
25	November	25	to	December	8	3\4	December	14	December	5	
26	December	9	to	December	22	1\2	December	28	December	14	Friday***

Timesheets must be prepared, **approved** and **RECEIVED** BY Payroll Services
NO LATER THAN THE DUES DATES SHOWN ABOVE.

PAYROLL FAX # 604-599-3141

Signed timesheets may be faxed to Payroll. If you fax your timesheet, please do not send the original to Payroll unless it is missing an authorizing signature or it has been revised.

If timesheets are late, payment will be processed in the NEXT pay period. (i.e. 2 weeks later)

***** Statutory Holidays fall during the weeks when these payrolls are being processed.**
You will be reminded to send timesheets in early.

Direct Deposit of your pay to your bank account is mandatory for all employees.
Direct Deposit application forms are available at the campus copy centers, the Payroll Dept.
or on-line on the **Payroll website** (under Forms & Timesheets)

Changes to bank accounts and new direct deposit forms must be in to Payroll 1 week before payday to allow for processing.