

Month	Pay Period	Timesheets Due @ D.O.	CUPE 4701 Payroll	Pay Date	
<b>Sep-18</b>	Aug 16-31	<b>4-Sep-18</b> <b>17-Sep-18</b>	Mid Month Support Staff	14-Sep-18	
	Sep 1-15		Month End Support Staff	28-Sep-18	
<b>Oct-18</b>	Sept 16-30	<b>1-Oct-18</b> <b>16-Oct-18</b>	Mid Month Support Staff	15-Oct-18	
	Oct 1-15		Month End Support Staff	31-Oct-18	
<b>Nov-18</b>	Oct 16-31	<b>1-Nov-17</b> <b>16-Nov-17</b>	Mid Month Support Staff	15-Nov-18	
	Nov 1-15		Month End Support Staff	30-Nov-18	
<b>Dec-18</b>	Nov 16-30	<b>3-Dec-18</b> <b>17-Dec-18</b>	Mid Month Support Staff	14-Dec-18	
	Dec 1-15		Month End Support Staff	31-Dec-18	
<b>Jan-19</b>	Dec 16-31	<b>2-Jan-19</b> <b>16-Jan-19</b>	Mid Month Support Staff	15-Jan-19	
	Jan 1-15		Month End Support Staff	31-Jan-19	
<b>Feb-19</b>	Jan 16-31	<b>1-Feb-18</b> <b>16-Feb-18</b>	Mid Month Support Staff	15-Feb-19	
	Feb 1-15		Month End Support Staff	28-Feb-19	
<b>Mar-19</b>	Feb 16-28	<b>1-Mar-18</b> <b>16-Mar-18</b>	Mid Month Support Staff	15-Mar-19	
	Mar 1-15		Month End Support Staff	29-Mar-19	
<b>Apr-19</b>	Mar 16-31	<b>2-Apr-18</b> <b>16-Apr-18</b>	Mid Month Support Staff	15-Apr-19	
	Apr 1-15		Month End Support Staff	30-Apr-19	
<b>May-19</b>	Apr 16-30	<b>1-May-18</b> <b>16-May-18</b>	Mid Month Support Staff	15-May-19	
	May 1-15		Month End Support Staff	31-May-19	
<b>Jun-19</b>	May 16-31	<b>1-Jun-18</b> <b>18-Jun-18</b>	Mid Month Support Staff	14-Jun-19	
	Jun 1-15		Month End Support Staff	28-Jun-19	
<b>Jul-19</b>	Jun 16-30	<b>28-Jun-19</b>	Mid Month Support Staff	12-Jul-19	
			Advances - DO Staff	13-Jul-19	
	July 1-31		DO Staff Month End	31-Jul-19	
<b>Aug-19</b>	Jul 1-15	<b>16-Jul-19</b>	Month End Support Staff	31-Jul-19	
	Jul 16-31		<b>1-Aug-19</b>	Mid Month Support Staff	15-Aug-19
				Advances - DO Staff	15-Aug-19
	Aug 1-31			DO Staff Month End	30-Aug-19
Aug 1-15	<b>16-Aug-19</b>	Month End Support Staff		30-Aug-19	

It is important that all original payroll documents be received in the Carman Office no later than the cutoff dates indicated above. ***If internal mail service will not meet the deadline, please scan and email [jhuggan@prsdmb.ca](mailto:jhuggan@prsdmb.ca)***

Failure to meet this deadline will result in a delay processing pay for the affected employees

Required Payroll documents are timesheets, Staff absentee Reports, Casual Employee Information sheets, changes to employee information (ie VOID cheque, address change and new changes)

Mid Month and Month End Payroll is all staff covered under CUPE 4701, and all casual staff reported on Staff Absentee Reports. Mid Month Advances and Teacher Month End Payroll is all Teachers on staff.