

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

Please scan and email to: jhuggan@prsdmb.ca and llast@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.