

Payroll Schedule Deadlines

Published on Human Resources (<https://www.uoguelph.ca/hr>)

Payroll Schedule Deadlines

Departments are responsible for ensuring the timely submission of their data forms and time entry. Please find the Payroll Schedule Deadlines below.

| Pay Date | HR must be in receipt of all tickets affecting appointments by Noon | Department Appointment Entry to Gryphons at Work by 10:00 pm | Period for Time Reporting | All Time Entry 10:00 am |
|-----------------|--|---|----------------------------------|--------------------------------|
| 19-Dec-24 | December 12 | December 12 | November 29 to December 12 | December 13 |
| 2-Jan-25 | December 18 | December 18 | December 13 to December 26 | December 19 |
| 16-Jan-25 | January 10 | January 10 | December 27 to January 09 | January 13 |
| 30-Jan-25 | January 24 | January 24 | January 10 to January 23 | January 27 |
| 13-Feb-25 | February 07 | February 07 | January 24 to February 06 | February 10 |
| 27-Feb-25 | February 21 | February 21 | February 07 to February 20 | February 24 |
| 13-Mar-25 | March 07 | March 07 | February 21 to March 06 | March 10 |
| 27-Mar-25 | March 21 | March 21 | March 07 to March 20 | March 24 |
| 10-Apr-25 | April 04 | April 04 | March 21 to April 03 | April 07 |
| 24-Apr-25 | April 17 | April 17 | April 04 to April 17 | April 21 |
| 8-May-25 | May 02 | May 02 | April 18 to May 01 | May 05 |
| 22-May-25 | May 16 | May 16 | May 02 to May 15 | May 20 |
| 5-Jun-25 | May 30 | May 30 | May 16 to May 29 | June 02 |
| 19-Jun-25 | June 13 | June 13 | May 30 to June 12 | June 16 |
| 3-Jul-25 | June 27 | June 27 | June 13 to June 26 | June 30 |
| 17-Jul-25 | July 11 | July 11 | June 27 to July 10 | July 14 |
| 31-Jul-25 | July 25 | July 25 | July 11 to July 24 | July 28 |
| 14-Aug-25 | August 08 | August 08 | July 25 to August 07 | August 11 |
| 28-Aug-25 | August 22 | August 22 | August 08 to August 21 | August 25 |
| 11-Sep-25 | September 05 | September 05 | August 22 to September 04 | September 08 |
| 25-Sep-25 | September 19 | September 19 | September 05 to September 18 | September 22 |
| 9-Oct-25 | October 03 | October 03 | September 19 to October 02 | October 06 |
| 23-Oct-25 | October 17 | October 17 | October 03 to October 16 | October 20 |
| 6-Nov-25 | October 31 | October 31 | October 17 to October 30 | November 03 |
| 20-Nov-25 | November 14 | November 14 | October 31 to November 13 | November 17 |
| 4-Dec-25 | November 28 | November 28 | November 14 to November 27 | December 01 |

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** Denotes change to regular schedule (changes highlighted in grey)

CUT OFF TIMES AND DEADLINES ARE FIRM

Departments are responsible for ensuring the timely submission of their data forms and time entry.

[2025 Payroll Schedule Deadlines](#) [1]

For further information, please contact gryphonsatworkhrms@uoguelph.ca [2]

File attachments:  [2025 Payroll Schedule Deadlines.pdf](#) [1]

Source URL: <https://www.uoguelph.ca/hr/admins/payroll-schedule-deadlines>

Links

[1] https://www.uoguelph.ca/hr/system/files/2025%20Payroll%20Schedule%20Deadlines_0.pdf [2] <mailto:gryphonsatworkhrms@uoguelph.ca>