

Pay Schedule and Time Sheet Submission Deadlines

2025

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	Time	Approver Deadline
1	22-Dec-24	4-Jan-25	1	1\2	10-Jan-25			3-Jan-25	11:00 AM	6-Jan-25
2	5-Jan-25	18-Jan-25	2	3\4	24-Jan-25			17-Jan-25	11:00 AM	20-Jan-25
3	19-Jan-25	1-Feb-25	1	1\2	7-Feb-25			31-Jan-25	11:00 AM	3-Feb-25
4	2-Feb-25	15-Feb-25	2	3\4	21-Feb-25	13-Feb-25	14-Feb-25	13-Feb-25	11:00 AM	14-Feb-25
5	16-Feb-25	1-Mar-25	1	1\2	7-Mar-25			28-Feb-25	11:00 AM	3-Mar-25
6	2-Mar-25	15-Mar-25	2	3\4	21-Mar-25			14-Mar-25	11:00 AM	17-Mar-25
7	16-Mar-25	29-Mar-25	1	1\2	4-Apr-25			28-Mar-25	11:00 AM	31-Mar-25
8	30-Mar-25	12-Apr-25	2	3\4	17-Apr-25			10-Apr-25	11:00 AM	11-Apr-25
9	13-Apr-25	26-Apr-25	1	1\2	2-May-25			25-Apr-25	11:00 AM	28-Apr-25
10	27-Apr-25	10-May-25	2	3\4	16-May-25			9-May-25	11:00 AM	12-May-25
11	11-May-25	24-May-25	3	1\2	30-May-25			23-May-25	11:00 AM	26-May-25
12	25-May-25	7-Jun-25	1	3\4	13-Jun-25			6-Jun-25	11:00 AM	9-Jun-25
13	8-Jun-25	21-Jun-25	2	1\2	27-Jun-25			20-Jun-25	11:00 AM	23-Jun-25
14	22-Jun-25	5-Jul-25	1	3\4	11-Jul-25			4-Jul-25	11:00 AM	7-Jul-25
15	6-Jul-25	19-Jul-25	2	1\2	25-Jul-25			18-Jul-25	11:00 AM	21-Jul-25
16	20-Jul-25	2-Aug-25	1	3\4	8-Aug-25	31-Jul-25	1-Aug-25	31-Jul-25	11:00 AM	1-Aug-25
17	3-Aug-25	16-Aug-25	2	1\2	22-Aug-25			15-Aug-25	11:00 AM	18-Aug-25
18	17-Aug-25	30-Aug-25	1	3\4	5-Sep-25	28-Aug-25	29-Aug-25	28-Aug-25	11:00 AM	29-Aug-25
19	31-Aug-25	13-Sep-25	2	1\2	19-Sep-25			12-Sep-25	11:00 AM	15-Sep-25
20	14-Sep-25	27-Sep-25	1	3\4	3-Oct-25	25-Sep-25	26-Sep-25	25-Sep-25	11:00 AM	26-Sep-25
21	28-Sep-25	11-Oct-25	2	1\2	17-Oct-25	9-Oct-25	10-Oct-25	9-Oct-25	11:00 AM	10-Oct-25
22	12-Oct-25	25-Oct-25	1	3\4	31-Oct-25			24-Oct-25	11:00 AM	27-Oct-25
23	26-Oct-25	8-Nov-25	2	1\2	14-Nov-25	6-Nov-25	7-Nov-25	6-Nov-25	11:00 AM	7-Nov-25
24	9-Nov-25	22-Nov-25	3	3\4	28-Nov-25			21-Nov-25	11:00 AM	24-Nov-25
25	23-Nov-25	6-Dec-25	1	1\2	12-Dec-25			5-Dec-25	11:00 AM	8-Dec-25
26	7-Dec-25	20-Dec-25	2	3\4	24-Dec-25	17-Dec-25	18-Dec-25	17-Dec-25	11:00 AM	18-Dec-25

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)