

PAYROLL SCHEDULE 2026

TIME SHEET SUBMISSION DEADLINES

Highlighted dates are earlier than normal due to shortened processing time for Stat holidays

~~~ TIME SHEET DUE DATES ~~~					
Pay Period NUMBER	PAY PERIOD DATE		EMPLOYEES "SEND FOR APPROVAL"	SUPERVISORS APPROVAL	PAY DATE
	FROM:	TO:	BY END OF DAY	BY NOON	
<b>2601*</b>	Dec 21, 2025	Jan 03, 2026	Dec 22, 2025	Dec 23, 2025	Jan 09, 2026
2602	Jan 04, 2026	Jan 17, 2026	Jan 13, 2026	Jan 14, 2026	Jan 23, 2026
2603	Jan 18, 2026	Jan 31, 2026	Jan 27, 2026	Jan 28, 2026	Feb 06, 2026
2604	Feb 01, 2026	Feb 14, 2026	Feb 09, 2026	Feb 10, 2026	Feb 20, 2026
2605	Feb 15, 2026	Feb 28, 2026	Feb 24, 2026	Feb 25, 2026	Mar 06, 2026
2606	Mar 01, 2026	Mar 14, 2026	Mar 10, 2026	Mar 11, 2026	Mar 20, 2026
2607	Mar 15, 2026	Mar 28, 2026	Mar 23, 2026	Mar 24, 2026	Apr 02, 2026
2608	Mar 29, 2026	Apr 11, 2026	Apr 07, 2026	Apr 08, 2026	Apr 17, 2026
2609	Apr 12, 2026	Apr 25, 2026	Apr 21, 2026	Apr 22, 2026	May 01, 2026
2610	Apr 26, 2026	May 09, 2026	May 05, 2026	May 06, 2026	May 15, 2026
2611	May 10, 2026	May 23, 2026	May 19, 2026	May 20, 2026	May 29, 2026
2612	May 24, 2026	Jun 06, 2026	Jun 02, 2026	Jun 03, 2026	Jun 12, 2026
2613	Jun 07, 2026	Jun 20, 2026	Jun 16, 2026	Jun 17, 2026	Jun 26, 2026
2614	Jun 21, 2026	Jul 04, 2026	Jun 29, 2026	Jun 30, 2026	Jul 10, 2026
2615	Jul 05, 2026	Jul 18, 2026	Jul 14, 2026	Jul 15, 2026	Jul 24, 2026
2616	Jul 19, 2026	Aug 01, 2026	Jul 27, 2026	Jul 28, 2026	Aug 07, 2026
2617	Aug 02, 2026	Aug 15, 2026	Aug 11, 2026	Aug 12, 2026	Aug 21, 2026
2618	Aug 16, 2026	Aug 29, 2026	Aug 25, 2026	Aug 26, 2026	Sep 04, 2026
2619	Aug 30, 2026	Sep 12, 2026	Sep 08, 2026	Sep 09, 2026	Sep 18, 2026
2620	Sep 13, 2026	Sep 26, 2026	Sep 22, 2026	Sep 23, 2026	Oct 02, 2026
2621	Sep 27, 2026	Oct 10, 2026	Oct 05, 2026	Oct 06, 2026	Oct 16, 2026
2622	Oct 11, 2026	Oct 24, 2026	Oct 20, 2026	Oct 21, 2026	Oct 30, 2026
2623	Oct 25, 2026	Nov 07, 2026	Nov 02, 2026	Nov 03, 2026	Nov 13, 2026
2624	Nov 08, 2026	Nov 21, 2026	Nov 17, 2026	Nov 18, 2026	Nov 27, 2026
2625	Nov 22, 2026	Dec 05, 2026	Dec 01, 2026	Dec 02, 2026	Dec 11, 2026
2626	Dec 06, 2026	Dec 19, 2026	Dec 11, 2026	Dec 14, 2026	Dec 24, 2026
2701	Dec 20, 2026	Jan 02, 2027	Dec 28, 2026	Dec 29, 2026	Jan 08, 2027

**PLEASE NOTE:** Time sheets may be called for earlier than these dates, depending on time lines to process payroll

#### Helpful Notes

1. FOR UNIT 4 INSTRUCTION GUIDES, VISIT: <https://selkirkcollege.atlassian.net/wiki/spaces/KB/pages/6933143/Timesheets>
2. **YOU CAN ENTER TIMESHEETS FOR THE PREVIOUS 2 PAY PERIODS AND SEND FOR APPROVAL.**  
 *If you enter previous period timesheets please email payroll.timesheets@selkirk.ca to ensure they can be processed.
3. If you need to make an adjustment, please review the "Employee Resources - Timesheets Module" guide, and the "How to Adjust Your Unit4 Timesheet" section; or send an email with the detailed adjustment to [Payroll.timesheets@selkirk.ca](mailto:Payroll.timesheets@selkirk.ca), and CC your supervisor for approval.

#### *PP 2601: Winter Break Reporting

##### PPWC EMPLOYEES ONLY

PP 2601: DEC 24, 25, 26, and JAN 1, are reported as STAT (if eligible for Stat pay)  
 DEC 29, 30 & 31, are reported as Leave With Pay (LWPPWC), if eligible under article 9.08 of the CA.

##### ALL OTHER TIME SHEET EMPLOYEES

PP 2601: DEC 25, 26, and JAN 1, are to be reported as STATS, (if eligible for stat pay).