



**SUBJECT: CUT OFF FOR ACCOUNTS PAYABLE AND PAYROLL**

**1. Accounts Payable**

Travel claims and cheque requisitions may be submitted at any time. Turnaround time for these items is generally 2 – 3 weeks.

**2. Hourly Payroll Cut-off for Time Sheets**

Time sheets are required to be submitted to the Finance Department for all hourly paid employees that includes casual employees, student assistants and cooperative students. (This requirement does **not** apply to regular, permanent, salaried employees or contract workers). Time sheets must be submitted by 12:00 p.m. on the Friday before pay day. This requirement is necessary as payroll information must be keyed, processed and reviewed before the direct deposit is sent to the bank on Wednesday morning.

If time sheets are not received by the deadline, the person may not be paid on the pay date.

The time sheets should include all time worked up to the end of the Friday before pay day. For example, for the pay date April 27, 2000, hourly employees are paid for all time worked to the end of Friday April 14, 2000. The time sheet must be completed, signed and submitted to the Finance Department by the deadline.

Note: Where there is a long weekend, the deadlines are pushed back one day and therefore the time sheets are required by 12:00 p.m. on Thursday.