

Columbia College TIMESHEET DEADLINES – 2020 Bi-Weekly Pay

-Timesheets must be submitted into Payworks **before 12 noon** every Friday that is not a pay date unless otherwise stated. Dates are to include the two weeks prior to the deadline date.

- **Late and unapproved timesheets will be processed the following payroll.**

-Pay will be directly deposited to your account every other Friday

HOLIDAYS IN 2020	Payworks submission due:
New Year's Day- Weds. Jan 1	Jan 10 & Jan 24 (3 pay days in January)
Family Day – Mon., Feb.17	Feb 7 & Feb 21
	Mar 6 & Mar 20
Good Friday – Fri. April 10 Easter Monday – Mon. Apr 13	Apr 3 & Apr 17
Victoria Day – Mon. May 18	May 1 & May 15 & May 29
	Jun 12 & Jun 26
Canada Day – Weds. July 1	July 10 & July 24 (3 pay days in July)
Civic Holiday – Mon. Aug 3	Aug 7 & Aug 21
Labor Day – Mon. Sept. 7	Sept 4 & Sept 18
Thanksgiving – Mon. Oct 12	Oct 2 & Oct 16 & Oct 30
Remembrance Day–Weds. Nov 11	Nov 13 & Nov 27
Christmas Day–Fri. Dec 25 Boxing Day- Sat. Dec 26 (Recognized on Mon. Dec 28)	Dec 11 & Dec 16 (incl. the period Dec 14-25)

Columbia College is tentatively set to close from December 21, 2020 to January 4, 2020 inclusive.

Notes to Program Managers

Timesheets must be reviewed, adjusted (if necessary), and approved in **Payworks**. Expense reimbursements may be submitted at this time and must also be reviewed and signed by the manager before accounting will process.