

## Columbia College TIMESHEET DEADLINES – 2023 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

<b>HOLIDAYS IN 2023</b>	<b>Payworks submission due:</b>
New Year's Day Sun. Jan 1 <small>Recognized on Monday January 2, 2023</small>	Jan 6 & Jan 20
Family Day – Mon., Feb.20	Feb 3 & Feb 17 ( <u>Friday 9 am</u> )
	Mar 3 & Mar 17 & Mar 31 ( <u>Friday 9am</u> )
Good Friday – Fri. April 7 Easter Monday – Mon. Apr 10	Apr 14 & Apr 28
Victoria Day – Mon. May 22	May 12 & May 26
	Jun 9 & Jun 23 (3 pay days in June)
Canada Day –Sat. July 1 <small>Recognized on Monday July 3, 2023</small>	July 7 & July 21
Civic Holiday – Mon. Aug 7	Aug 4 ( <u>Friday 9am</u> ) & Aug 18
Labor Day – Mon. Sept. 4	Sept 1 ( <u>Fri 9 am</u> ) & Sept 15 & Sept 29
Thanksgiving – Mon. Oct 9	Oct 13 & Oct 27
Remembrance Day– Sat. Nov 11 <small>Tentatively recognized on Friday Dec 22/23</small>	Nov 10 & Nov 24
Christmas Day–Mon. Dec 25 Boxing Day- Tues. Dec 26	Dec 8 & Dec 20 ( <u>Weds noon</u> ) (incl. the period <u>Dec 9-22</u> ) (3 pay days in Dec)

**Columbia College is tentatively set to close from December 22, 2023 to January 1st, 2024 inclusive. The college will be open on Tuesday, January 2<sup>nd</sup>, 2024**

### 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.