

| Pay Schedule and Time Sheet Submission Deadlines |                       |                     |                 |            |           |                          |                          |                   |          |                   |         |
|--------------------------------------------------|-----------------------|---------------------|-----------------|------------|-----------|--------------------------|--------------------------|-------------------|----------|-------------------|---------|
| 2023                                             |                       |                     |                 |            |           |                          |                          |                   |          |                   |         |
| 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 | Time    |
| 1                                                | 25-Dec-22             | 7-Jan-23            | 1               | 1\2        | 13-Jan-23 |                          |                          | 6-Jan-23          | 11:00 AM | 9-Jan-23          | 9:30 AM |
| 2                                                | 8-Jan-23              | 21-Jan-23           | 2               | 3\4        | 27-Jan-23 |                          |                          | 20-Jan-23         | 11:00 AM | 23-Jan-23         | 9:30 AM |
| 3                                                | 22-Jan-23             | 4-Feb-23            | 1               | 1\2        | 10-Feb-23 |                          |                          | 3-Feb-23          | 11:00 AM | 6-Feb-23          | 9:30 AM |
| 4                                                | 5-Feb-23              | 18-Feb-23           | 2               | 3\4        | 24-Feb-23 | 16-Feb-23                | 17-Feb-23                | 16-Feb-23         | 11:00 AM | 17-Feb-23         | 9:30 AM |
| 5                                                | 19-Feb-23             | 4-Mar-23            | 1               | 1\2        | 10-Mar-23 |                          |                          | 3-Mar-23          | 11:00 AM | 6-Mar-23          | 9:30 AM |
| 6                                                | 5-Mar-23              | 18-Mar-23           | 2               | 3\4        | 24-Mar-23 |                          |                          | 17-Mar-23         | 11:00 AM | 20-Mar-23         | 9:30 AM |
| 7                                                | 19-Mar-23             | 1-Apr-23            | 1               | 1\2        | 6-Apr-23  | 30-Mar-23                | 31-Mar-23                | 30-Mar-23         | 11:00 AM | 31-Mar-23         | 9:30 AM |
| 8                                                | 2-Apr-23              | 15-Apr-23           | 2               | 3\4        | 21-Apr-23 |                          |                          | 14-Apr-23         | 11:00 AM | 17-Apr-23         | 9:30 AM |
| 9                                                | 16-Apr-23             | 29-Apr-23           | 1               | 1\2        | 5-May-23  |                          |                          | 28-Apr-23         | 11:00 AM | 1-May-23          | 9:30 AM |
| 10                                               | 30-Apr-23             | 13-May-23           | 2               | 3\4        | 19-May-23 |                          |                          | 12-May-23         | 11:00 AM | 15-May-23         | 9:30 AM |
| 11                                               | 14-May-23             | 27-May-23           | 1               | 1\2        | 2-Jun-23  |                          |                          | 26-May-23         | 11:00 AM | 29-May-23         | 9:30 AM |
| 12                                               | 28-May-23             | 10-Jun-23           | 2               | 3\4        | 16-Jun-23 |                          |                          | 9-Jun-23          | 11:00 AM | 12-Jun-23         | 9:30 AM |
| 13                                               | 11-Jun-23             | 24-Jun-23           | 1               | 1\2        | 30-Jun-23 |                          |                          | 23-Jun-23         | 11:00 AM | 26-Jun-23         | 9:30 AM |
| 14                                               | 25-Jun-23             | 8-Jul-23            | 2               | 3\4        | 14-Jul-23 |                          |                          | 7-Jul-23          | 11:00 AM | 10-Jul-23         | 9:30 AM |
| 15                                               | 9-Jul-23              | 22-Jul-23           | 3               | 1\2        | 28-Jul-23 |                          |                          | 21-Jul-23         | 11:00 AM | 24-Jul-23         | 9:30 AM |
| 16                                               | 23-Jul-23             | 5-Aug-23            | 1               | 3\4        | 11-Aug-23 | 3-Aug-23                 | 4-Aug-23                 | 3-Aug-23          | 11:00 AM | 4-Aug-23          | 9:30 AM |
| 17                                               | 6-Aug-23              | 19-Aug-23           | 2               | 1\2        | 25-Aug-23 |                          |                          | 18-Aug-23         | 11:00 AM | 21-Aug-23         | 9:30 AM |
| 18                                               | 20-Aug-23             | 2-Sep-23            | 1               | 3\4        | 8-Sep-23  | 31-Aug-23                | 1-Sep-23                 | 31-Aug-23         | 11:00 AM | 1-Sep-23          | 9:30 AM |
| 19                                               | 3-Sep-23              | 16-Sep-23           | 2               | 1\2        | 22-Sep-23 |                          |                          | 15-Sep-23         | 11:00 AM | 18-Sep-23         | 9:30 AM |
| 20                                               | 17-Sep-23             | 30-Sep-23           | 1               | 3\4        | 6-Oct-23  | 28-Sep-23                | 29-Sep-23                | 28-Sep-23         | 11:00 AM | 29-Sep-23         | 9:30 AM |
| 21                                               | 1-Oct-23              | 14-Oct-23           | 2               | 1\2        | 20-Oct-23 |                          |                          | 13-Oct-23         | 11:00 AM | 16-Oct-23         | 9:30 AM |
| 22                                               | 15-Oct-23             | 28-Oct-23           | 1               | 3\4        | 3-Nov-23  |                          |                          | 27-Oct-23         | 11:00 AM | 30-Oct-23         | 9:30 AM |
| 23                                               | 29-Oct-23             | 11-Nov-23           | 2               | 1\2        | 17-Nov-23 | 9-Nov-23                 | 10-Nov-23                | 9-Nov-23          | 11:00 AM | 10-Nov-23         | 9:30 AM |
| 24                                               | 12-Nov-23             | 25-Nov-23           | 3               | 3\4        | 1-Dec-23  |                          |                          | 24-Nov-23         | 11:00 AM | 27-Nov-23         | 9:30 AM |
| 25                                               | 26-Nov-23             | 9-Dec-23            | 1               | 1\2        | 15-Dec-23 |                          |                          | 8-Dec-23          | 11:00 AM | 11-Dec-23         | 9:30 AM |
| 26                                               | 10-Dec-23             | 23-Dec-23           | 2               | 3\4        | 29-Dec-23 | 15-Dec-23                | 18-Dec-23                | 15-Dec-23         | 11:00 AM | 18-Dec-23         | 9:30 AM |

\*

\*

\*

\*

\*

\*

subject to change

\* Statutory Holidays fall during the weeks when these payrolls are being processed\*

- Reminder e-mails are auto-sent for all timesheet deadlines.

- If a paper timesheet needs to be sent for adjustments, please e-mail it to prassist@kpu.ca.