2024 Payroll Calendar & Deadlines

FACULTY AMALGAMATED PAY (FAM)

McMaster University

Pay Period ID	Start Date of Pay Period (Sunday)	End Date of Pay Period (Saturday)	Pay Deposit Date (Friday, unless otherwise noted)	HR Transaction Deadline Monday 12PM of a non payday week	Time Reporting & Absence Entry and Approval Deadline Monday 3PM of a pay day week (unless otherwise noted)	Fiscal Period
202401-FAM	December 24, 2023	January 6, 2024	January 5, 2024	**Friday, December 1, 2024**	**Thursday, December 21, 2024**	January -- 9
202402-FAM	January 7, 2024	January 20, 2024	January 19, 2024	January 8, 2024	January 15, 2024	January -- 9
202403-FAM	January 21, 2024	February 3, 2024	February 2, 2024	January 22, 2024	January 29, 2024	February -- 10
202404-FAM	February 4, 2024	February 17, 2024	February 16, 2024	February 5, 2024	February 12, 2024	February -- 10
202405-FAM	February 18, 2024	March 2, 2024	March 1, 2024	Monday, February 19, 2024	February 26, 2024	March -- 11
202406-FAM	March 3, 2024	March 16, 2024	March 15, 2024	March 4, 2024	March 11, 2024	March -- 11
202407-FAM *	March 17, 2024	March 30, 2024	**March 28, 2024**	March 18, 2024	March 22, 2024	March -- 11
202408-FAM	March 31, 2024	April 13, 2024	April 12, 2024	April 1, 2024	April 8, 2024	April -- 12
202409-FAM	April 14, 2024	April 27, 2024	April 26, 2024	April 15, 2024	April 22, 2024	April -- 12
202410-FAM	April 28, 2024	May 11, 2024	May 10, 2024	April 29, 2024	May 6, 2024	May -- 1
202411-FAM	May 12, 2024	May 25, 2024	May 24, 2024	May 13, 2024	**May 17, 2024**	May -- 1
202412-FAM	May 26, 2024	June 8, 2024	June 7, 2024	May 27, 2024	June 3, 2024	June -- 2
202413-FAM	June 9, 2024	June 22, 2024	June 21, 2024	June 10, 2024	June 17, 2024	June -- 2
202414-FAM	June 23, 2024	July 6, 2024	July 5, 2024	June 24, 2024	**June 28, 2024**	July -- 3
202415-FAM	July 7, 2024	July 20, 2024	July 19, 2024	July 8, 2024	July 15, 2024	July -- 3
202416-FAM	July 21, 2024	August 3, 2024	August 2, 2024	July 22, 2024	July 29, 2024	August -- 4
202417-FAM	August 4, 2024	August 17, 2024	August 16, 2024	August 5, 2024	August 12, 2024	August -- 4
202418-FAM *	August 18, 2024	August 31, 2024	August 30, 2024	August 19, 2024	August 26, 2024	August -- 4
202419-FAM	September 1, 2024	September 14, 2024	September 13, 2024	Monday, September 2, 2024	September 9, 2024	September -- 5
202420-FAM	September 15, 2024	September 28, 2024	September 27, 2024	September 16, 2024	September 23, 2024	September -- 5
202421-FAM	September 29, 2024	October 12, 2024	October 11, 2024	September 30, 2024	October 7, 2024	October -- 6
202422-FAM	October 13, 2024	October 26, 2024	October 25, 2024	Monday, October 14, 2024	October 21, 2024	October -- 6
202423-FAM	October 27, 2024	November 9, 2024	November 8, 2024	October 28, 2024	November 4, 2024	November -- 7
202424-FAM	November 10, 2024	November 23, 2024	November 22, 2024	November 11, 2024	November 18, 2024	November -- 7
202425-FAM	November 24, 2024	December 7, 2024	December 6, 2024	**TBD**	**TBD**	December -- 8
202426-FAM	December 8, 2024	December 21, 2024	December 20, 2024	**TBD**	**TBD**	December -- 8
202501-FAM	December 22, 2024	January 4, 2025	January 3, 2025	**TBD**	**TBD**	January -- 9

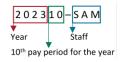*See next page for Definitions and Important Notes*

Bold	Indicates changes to the Payday, Time / Absence Approval Deadline or HR Transaction Deadline
*	Third pay of the month - certain deductions and benefits will not be withheld

Definitions and Important Notes

Pay Period: A pay period is a specific length of time during which employees receive wages for the work they have performed. The length of a pay period at McMaster is defined as 14 days, starting from Sunday, and ending on the Saturday of the following week.

Pay Period ID: Pay Period ID identifies the name of pay period within the calendar year within the Human Resources (Mosaic) system. For example, "202310-SAM" means the 10th pay period in the year 2023, for Staff. Whereas 202310-FAM means the 10th pay period in the year 2023 for Faculty and Affiliates.

Pay Deposit Date: A pay deposit date is the regularly scheduled bi-weekly date on which employees receive wages for the work they have performed during the pay period. McMaster's pay deposit dates occur on Fridays and are on alternating weeks for staff and faculty. If a statutory holiday or bank holiday falls on a Friday, the pay deposit date will be on Thursday. Pay statements are available to be viewed in the Human Resources (Mosaic) system the Thursday prior to the scheduled pay deposit date.

Human Resources (HR) Transactions: HR transactions are any updates or changes to an employee's life-cycle data, including new hires, terminations, schedule changes, contract extensions, leaves of absence, personal information, position changes, benefit updates, compensation adjustments, and any other changes that impact an employee's paycheque.

Examples of HR Transactions include New Hire packages, final Leave of Absences packages from HR personnel, Special Premium Payment (SPP) forms, HR eForms (contract extensions, retirements, terminations, schedule changes, compensation adjustments) and the HR Event Form.

Human Resources (HR) Transaction Deadline: This is the deadline for HR transactions to be received by HR Operations with all necessary department and finance approvals, via HR eForm or email submission to hr.mcmaster@mcmaster.ca (Jira). Requests must be **complete, accurate and fully approved** by the HR Transaction Deadline. If requests are incomplete, inaccurate or approvals are still pending after the deadline, the request may not be processed within the pay period and can cause delays to the employee's paycheque.

Time Reporting/Absence Entry & Approval Deadline: This is the deadline for when the department administrator or reporting supervisor or manager must have entered and approved timesheets or absences for all individuals in the Human Resources (Mosaic) system. If the time or absence is not approved by the deadline, the submission will be paid on the next pay period. **Please note:** absences for the current pay period approved after the absence approval deadline may result in a loss of pay for the employee. Please refrain from approving absences until after the Pay Deposit Date. *Employees should check with department administrators as the department may have earlier cut off dates than those noted by HR.*

Retroactive request: This is a request submitted with an effective date prior to the current pay period. The transaction will be processed within the pay period that it is submitted and approved in. Impacts to an employee's paycheque because of the retroactive request (e.g., overpayments) will be processed within the defined Service Level Agreement (SLA) period.

Fiscal Period: Month that the pay will be recorded in the general ledger. The Fiscal Period represents one month of time within the Fiscal Year. The University's Fiscal Year is May 1st to April 30th, meaning that May is Fiscal Period 1 and April is Fiscal Period 12.