

## Time Reporting/Absence Entry and Approval Deadlines

### FACULTY AMALGAMATED PAY (FAM) AFFILIATES

Pay Period ID	Start Date of Pay Period (Sunday)	End Date of Pay Period (Saturday)	Pay Deposit Date (Friday, unless otherwise noted)	Time Reporting / Absence Entry and Approval Deadline Monday 3PM of a pay day week (unless otherwise noted)
202301-FAM	December 18, 2022	December 31, 2022	January 6, 2023	<b>Monday, January 2, 2023</b>
202302-FAM	January 1, 2023	January 14, 2023	January 20, 2023	January 16, 2023
202303-FAM	January 15, 2023	January 28, 2023	February 3, 2023	January 30, 2023
202304-FAM	January 29, 2023	February 11, 2023	February 17, 2023	February 13, 2023
202305-FAM	February 12, 2023	February 25, 2023	March 3, 2023	February 27, 2023
202306-FAM	February 26, 2023	March 11, 2023	March 17, 2023	March 13, 2023
202307-FAM	March 12, 2023	March 25, 2023	March 31, 2023	March 27, 2023
202308-FAM	March 26, 2023	April 8, 2023	April 14, 2023	April 10, 2023
202309-FAM	April 9, 2023	April 22, 2023	April 28, 2023	April 24, 2023
202310-FAM	April 23, 2023	May 6, 2023	May 12, 2023	May 8, 2023
202311-FAM	May 7, 2023	May 20, 2023	May 26, 2023	<b>Friday, May 19, 2023</b>
202312-FAM	May 21, 2023	June 3, 2023	June 9, 2023	June 5, 2023
202313-FAM	June 4, 2023	June 17, 2023	June 23, 2023	June 19, 2023
202314-FAM	June 18, 2023	July 1, 2023	July 7, 2023	<b>Friday, June 30, 2023</b>
202315-FAM	July 2, 2023	July 15, 2023	July 21, 2023	July 17, 2023
202316-FAM	July 16, 2023	July 29, 2023	August 4, 2023	July 31, 2023
202317-FAM	July 30, 2023	August 12, 2023	August 18, 2023	August 14, 2023
202318-FAM	August 13, 2023	August 26, 2023	September 1, 2023	August 28, 2023
202319-FAM	August 27, 2023	September 9, 2023	September 15, 2023	September 11, 2023
202320-FAM	September 10, 2023	September 23, 2023	September 29, 2023	September 25, 2023
202321-FAM	September 24, 2023	October 7, 2023	October 13, 2023	<b>Friday, October 6, 2023</b>
202322-FAM	October 8, 2023	October 21, 2023	October 27, 2023	October 23, 2023
202323-FAM	October 22, 2023	November 4, 2023	November 10, 2023	November 6, 2023
202324-FAM	November 5, 2023	November 18, 2023	November 24, 2023	November 20, 2023
202325-FAM	November 19, 2023	December 2, 2023	December 8, 2023	<b>Friday, December 1, 2023</b>
202326-FAM	December 3, 2023	December 16, 2023	December 22, 2023	<b>Friday, December 8, 2023</b>
202401-FAM	December 17, 2023	December 30, 2023	January 5, 2024	<b>Thursday, December 21, 2023</b>

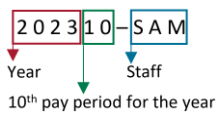
[See next page for Definitions & Important Notes](#)

**Bold** indicates changes to the Payday or Time / Absence Approval Deadline.

# 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.

**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.