

# 2023

## Payroll Calendar & Deadlines STAFF & GRADUATE STUDIES (SAM)



PAYROLL SCHEDULE 2023 SAM - Staff Amalgamated Pay (STAFF & GRAD STUDIES)						
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 payday week (unless otherwise noted)	Fiscal Period
202301-SAM	December 25, 2022	January 7, 2023	January 13, 2023	January 2, 2023	January 9, 2023	January -- 9
202302-SAM	January 8, 2023	January 21, 2023	January 27, 2023	January 16, 2023	January 23, 2023	January -- 9
202303-SAM	January 22, 2023	February 4, 2023	February 10, 2023	January 30, 2023	February 6, 2023	February -- 10
202304-SAM	February 5, 2023	February 18, 2023	February 24, 2023	February 13, 2023	February 20, 2023	February -- 10
202305-SAM	February 19, 2023	March 4, 2023	March 10, 2023	February 27, 2023	March 6, 2023	March -- 11
202306-SAM	March 5, 2023	March 18, 2023	March 24, 2023	March 13, 2023	March 20, 2023	March -- 11
<b>202307-SAM</b>	March 19, 2023	April 1, 2023	<b>April 6, 2023</b>	March 27, 2023	March 31, 2023	April -- 12
202308-SAM	April 2, 2023	April 15, 2023	April 21, 2023	April 10, 2023	April 17, 2023	April -- 12
202309-SAM	April 16, 2023	April 29, 2023	May 5, 2023	April 24, 2023	May 1, 2023	April -- 12
202310-SAM	April 30, 2023	May 13, 2023	May 19, 2023	May 8, 2023	May 15, 2023	May -- 1
202311-SAM	May 14, 2023	May 27, 2023	June 2, 2023	May 22, 2023	May 29, 2023	May -- 1
202312-SAM	May 28, 2023	June 10, 2023	June 16, 2023	June 5, 2023	June 12, 2023	June -- 2
202313-SAM *	June 11, 2023	June 24, 2023	June 30, 2023	June 19, 2023	June 26, 2023	June -- 2
202314-SAM	June 25, 2023	July 8, 2023	July 14, 2023	July 3, 2023	July 10, 2023	July -- 3
202315-SAM	July 9, 2023	July 22, 2023	July 28, 2023	July 17, 2023	July 24, 2023	July -- 3
<b>202316-SAM</b>	July 23, 2023	August 5, 2023	August 11, 2023	July 31, 2023	<b>August 4, 2023</b>	August -- 4
202317-SAM	August 6, 2023	August 19, 2023	August 25, 2023	August 14, 2023	August 21, 2023	August -- 4
<b>202318-SAM</b>	August 20, 2023	September 2, 2023	September 8, 2023	August 28, 2023	<b>September 1, 2023</b>	September -- 5
202319-SAM	September 3, 2023	September 16, 2023	September 22, 2023	September 11, 2023	September 18, 2023	September -- 5
202320-SAM	September 17, 2023	September 30, 2023	October 6, 2023	September 25, 2023	October 2, 2023	September -- 5
202321-SAM	October 1, 2023	October 14, 2023	October 20, 2023	October 9, 2023	October 16, 2023	October -- 6
202322-SAM	October 15, 2023	October 28, 2023	November 3, 2023	October 23, 2023	October 30, 2023	October -- 6
202323-SAM	October 29, 2023	November 11, 2023	November 17, 2023	November 6, 2023	November 13, 2023	November -- 7
202324-SAM	November 12, 2023	November 25, 2023	December 1, 2023	November 20, 2023	November 27, 2023	November -- 7
<b>202325-SAM</b>	November 26, 2023	December 9, 2023	December 15, 2023	<b>Friday, December 1, 2023</b>	<b>Wednesday, December 6, 2023</b>	December -- 8
<b>202326-SAM *</b>	December 10, 2023	December 23, 2023	December 29, 2023	<b>Friday, December 1, 2023</b>	<b>Wednesday, December 13, 2023</b>	December -- 8
<b>202401-SAM</b>	December 24, 2023	January 6, 2024	January 12, 2024	<b>Friday, December 22, 2023</b>	<b>January 8, 2024</b>	January -- 9

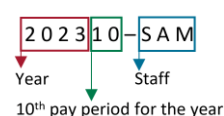
[See next page for Definitions and Important Notes](#)

<b>Bold</b>	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 10<sup>th</sup> pay period in the year 2023, for Staff. Whereas 202310-FAM means the 10<sup>th</sup> 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](mailto: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.