

Time Reporting/Absence Entry and Approval Deadlines

STAFF & GRADUATE STUDIES (SAM)

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

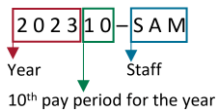
[See next page for Definitions & Important Notes](#)

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.