2025

McMaster University

Time Reporting/Absence Entry and Approval Deadlines

STAFF & GRADUATE STUDIES (SAM)

| 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)
202501-SAM	December 22, 2024	January 4, 2025	January 10, 2025	**TBD**
202502-SAM	January 5, 2025	January 18, 2025	January 24, 2025	January 20, 2025
202503-SAM	January 19, 2025	February 1, 2025	February 7, 2025	February 3, 2025
202504-SAM	February 2, 2025	February 15, 2025	February 21, 2025	**Friday, February 14, 2025**
202505-SAM	February 16, 2025	March 1, 2025	March 7, 2025	March 3, 2025
202506-SAM	March 2, 2025	March 15, 2025	March 21, 2025	March 17, 2025
202507-SAM	March 16, 2025	March 29, 2025	April 4, 2025	March 31, 2025
202508-SAM	March 30, 2025	April 12, 2025	**Thursday, April 17, 2025**	**Friday, April 11, 2025**
202509-SAM	April 13, 2025	April 26, 2025	May 2, 2025	April 28, 2025
202510-SAM	April 27, 2025	May 10, 2025	May 16, 2025	May 12, 2025
202511-SAM	May 11, 2025	May 24, 2025	May 30, 2025	May 26, 2025
202512-SAM	May 25, 2025	June 7, 2025	June 13, 2025	June 9, 2025
202513-SAM	June 8, 2025	June 21, 2025	June 27, 2025	June 23, 2025
202514-SAM	June 22, 2025	July 5, 2025	July 11, 2025	July 7, 2025
202515-SAM	July 6, 2025	July 19, 2025	July 25, 2025	July 21, 2025
202516-SAM	July 20, 2025	August 2, 2025	August 8, 2025	**Friday, August 1, 2025**
202517-SAM	August 3, 2025	August 16, 2025	August 22, 2025	August 18, 2025
202518-SAM	August 17, 2025	August 30, 2025	September 5, 2025	**Friday, August 29, 2025**
202519-SAM	August 31, 2025	September 13, 2025	September 19, 2025	September 15, 2025
202520-SAM	September 14, 2025	September 27, 2025	October 3, 2025	September 29, 2025
202521-SAM	September 28, 2025	October 11, 2025	October 17, 2025	**Friday, October 10, 2025**
202522-SAM	October 12, 2025	October 25, 2025	October 31, 2025	October 27, 2025
202523-SAM	October 26, 2025	November 8, 2025	November 14, 2025	November 10, 2025
202524-SAM	November 9, 2025	November 22, 2025	November 28, 2025	November 24, 2025
202525-SAM	November 23, 2025	December 6, 2025	December 12, 2025	**TBD**
202526-SAM	December 7, 2025	December 20, 2025	**Wednesday, December 24, 2025**	**TBD**
202601-SAM	December 21, 2025	January 3, 2026	January 9, 2026	**TBD**

[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.
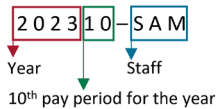
Pay Deposit Date: A pay deposit date is the regularly scheduled bi-weekly date on which employees receive wages for the work they have performed during the pay period. McMaster's pay deposit dates occur on Fridays and are on alternating weeks for staff and faculty. If a statutory holiday or bank holiday 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.