2024

McMaster University

Time Reporting/Absence Entry and Approval Deadlines

FACULTY AMALGAMATED PAY (FAM)

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)
202401-FAM	December 24, 2023	January 6, 2024	January 5, 2024	**Thursday, December 21, 2023**
202402-FAM	January 7, 2024	January 20, 2024	January 19, 2024	January 15, 2024
202403-FAM	January 21, 2024	February 3, 2024	February 2, 2024	January 29, 2024
202404-FAM	February 4, 2024	February 17, 2024	February 16, 2024	February 12, 2024
202405-FAM	February 18, 2024	March 2, 2024	March 1, 2024	February 26, 2024
202406-FAM	March 3, 2024	March 16, 2024	March 15, 2024	March 11, 2024
202407-FAM	March 17, 2024	March 30, 2024	**March 28, 2024**	**March 22, 2024**
202408-FAM	March 31, 2024	April 13, 2024	April 12, 2024	April 8, 2024
202409-FAM	April 14, 2024	April 27, 2024	April 26, 2024	April 22, 2024
202410-FAM	April 28, 2024	May 11, 2024	May 10, 2024	May 6, 2024
202411-FAM	May 12, 2024	May 25, 2024	May 24, 2024	**May 17, 2024**
202412-FAM	May 26, 2024	June 8, 2024	June 7, 2024	June 3, 2024
202413-FAM	June 9, 2024	June 22, 2024	June 21, 2024	June 17, 2024
202414-FAM	June 23, 2024	July 6, 2024	July 5, 2024	**June 28, 2024**
202415-FAM	July 7, 2024	July 20, 2024	July 19, 2024	July 15, 2024
202416-FAM	July 21, 2024	August 3, 2024	August 2, 2024	July 29, 2024
202417-FAM	August 4, 2024	August 17, 2024	August 16, 2024	August 12, 2024
202418-FAM	August 18, 2024	August 31, 2024	August 30, 2024	August 26, 2024
202419-FAM	September 1, 2024	September 14, 2024	September 13, 2024	September 9, 2024
202420-FAM	September 15, 2024	September 28, 2024	September 27, 2024	September 23, 2024
202421-FAM	September 29, 2024	October 12, 2024	October 11, 2024	October 7, 2024
202422-FAM	October 13, 2024	October 26, 2024	October 25, 2024	October 21, 2024
202423-FAM	October 27, 2024	November 9, 2024	November 8, 2024	November 4, 2024
202424-FAM	November 10, 2024	November 23, 2024	November 22, 2024	November 18, 2024
202425-FAM	November 24, 2024	December 7, 2024	December 6, 2024	**TBD**
202426-FAM	December 8, 2024	December 21, 2024	December 20, 2024	**TBD**
202501-FAM	December 22, 2024	January 4, 2025	January 3, 2025	**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.
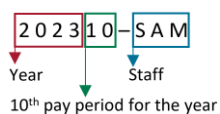
Pay Deposit Date: A pay deposit date is the regularly scheduled bi-weekly date on which employees receive wages for the work they have performed during the pay period. McMaster's pay deposit dates occur on Fridays and are on alternating weeks for staff and faculty. If a statutory holiday or bank holiday 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.