

Time Reporting/Absence Entry and Approval Deadlines

STAFF & GRADUATE STUDIES (SAM)

2024 Time Reporting 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)
202401-SAM	December 24, 2023	January 6, 2024	January 12, 2024	January 8, 2024
202402-SAM	January 7, 2024	January 20, 2024	January 26, 2024	January 22, 2024
202403-SAM	January 21, 2024	February 3, 2024	February 9, 2024	February 5, 2024
202404-SAM	February 4, 2024	February 17, 2024	February 23, 2024	February 16, 2024
202405-SAM	February 18, 2024	March 2, 2024	March 8, 2024	March 4, 2024
202406-SAM	March 3, 2024	March 16, 2024	March 22, 2024	March 18, 2024
202407-SAM	March 17, 2024	March 30, 2024	April 5, 2024	April 1, 2024
202408-SAM	March 31, 2024	April 13, 2024	April 19, 2024	April 15, 2024
202409-SAM	April 14, 2024	April 27, 2024	May 3, 2024	April 29, 2024
202410-SAM	April 28, 2024	May 11, 2024	May 17, 2024	May 13, 2024
202411-SAM	May 12, 2024	May 25, 2024	May 31, 2024	May 27, 2024
202412-SAM	May 26, 2024	June 8, 2024	June 14, 2024	June 10, 2024
202413-SAM	June 9, 2024	June 22, 2024	June 28, 2024	June 24, 2024
202414-SAM	June 23, 2024	July 6, 2024	July 12, 2024	July 8, 2024
202415-SAM	July 7, 2024	July 20, 2024	July 26, 2024	July 22, 2024
202416-SAM	July 21, 2024	August 3, 2024	August 9, 2024	August 2, 2024
202417-SAM	August 4, 2024	August 17, 2024	August 23, 2024	August 19, 2024
202418-SAM	August 18, 2024	August 31, 2024	September 6, 2024	August 30, 2024
202419-SAM	September 1, 2024	September 14, 2024	September 20, 2024	September 16, 2024
202420-SAM	September 15, 2024	September 28, 2024	October 4, 2024	September 30, 2024
202421-SAM	September 29, 2024	October 12, 2024	October 18, 2024	October 11, 2024
202422-SAM	October 13, 2024	October 26, 2024	November 1, 2024	October 28, 2024
202423-SAM	October 27, 2024	November 9, 2024	November 15, 2024	November 11, 2024
202424-SAM	November 10, 2024	November 23, 2024	November 29, 2024	November 25, 2024
202425-SAM	November 24, 2024	December 7, 2024	December 13, 2024	TBD
202426-SAM	December 8, 2024	December 21, 2024	December 27, 2024	TBD
202501-SAM	December 22, 2024	January 4, 2025	January 10, 2025	TBD

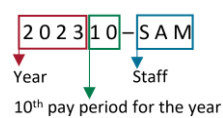
[See next page for Definitions & Important Notes](#)

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.