

2026 PAYROLL SCHEDULE PERMANENT EMPLOYEES

Pay #	Pay Period Dates	Deadline date Timesheets to Payroll by 4:00pm	Pay Date
1	January 1 - January 15	Tuesday, January 20	Thursday, January 15
2	January 16 - January 31	Tuesday, February 3	Friday, January 30
3	February 1 - February 15	Tuesday, February 17	Friday, February 13
4	February 16 - February 28	Tuesday, March 3	Friday, February 27
5	March 1 - March 15 (Fiscal YE)	Thursday, March 19	Friday, March 13
6	March 16 - March 31	Wednesday, April 1	Tuesday, March 31
7	April 1 - April 15	Monday, April 20	Wednesday, April 15
8	April 16 - April 30	Tuesday, May 5	Thursday, April 30
9	May 1 - May 15	Tuesday, May 19	Friday, May 15
10	May 16 - May 31	Wednesday, June 3	Friday, May 29
11	June 1 - June 15	Thursday, June 18	Monday, June 15
12	June 16 - June 30	Friday, July 3	Tuesday, June 30
13	July 1 - July 15	Tuesday, July 21	Wednesday, July 15
14	July 16 - July 31	Tuesday, August 4	Friday, July 31
15	August 1 - August 15	Wednesday, August 19	Friday, August 14
16	August 16 - August 31	Wednesday, September 2	Monday, August 31
17	September 1 - September 15	Thursday, September 17	Tuesday, September 15
18	September 16 - September 30	Friday, October 2	Tuesday, September 29
19	October 1 - October 15	Tuesday, October 20	Thursday, October 15
20	October 16 - October 31	Monday, November 2	Friday, October 30
21	November 1- November 15	Wednesday, November 18	Friday, November 13
22	November 16 - November 30	Thursday, December 3	Monday, November 30
23	December 1- December 15	Thursday, December 10	Tuesday, December 15
24	December 16 - December 31	Thursday, December 10	Tuesday, December 22
FORECAST SCHEDULED HOURS TO BE WORKED UP TO & INCLUDING THE END OF THE PAY PERIOD			

Pay date includes all regularly scheduled worked hours within the corresponding pay period.
Timesheets must be submitted to payroll by **4:00 pm** on the due date.

**LATE TIMESHEETS WILL BE PROCESSED IN THE NEXT PAY PERIOD.
THERE CAN BE NO EXCEPTIONS.**

Timesheets must have GL account information and supervisor's approval before submission to payroll

Salaries are paid by direct deposit and earnings statements are available for viewing on myEC.

If you have any payroll questions , please send email to paysalary@ecuad.ca