

Bi-Weekly Hourly and Casual Pay Schedule

This schedule should be used when processing payments for the following groups: AMUSE, AMURE, AGSEM, MUNACA, and all other casual groups including Salaried Casuals. Please refer to this schedule when processing Minerva appointment forms and POPS payments for the above mentioned groups.

** When long weekends and/or Summer Friday's are in effect, the transmission and deadline receipt dates have to be advanced by a corresponding number of days.

Hourly Payroll Pay Period Start date (Sunday)	Hourly Payroll Pay Period End date (Saturday)	Recommended POPS/Web Transmission date (Mon. / Tue) **	Absolute deadline for POPS transmission receipt	POPS Pay date Thursday	Bi- Weekly Pay Event No	Comment
20-Dec-2015	2-Jan-2016	January-04-16	January-05-16	January-14-16	B2-1	1st B2 payroll for 2016
3-Jan-2016	16-Jan-2016	January-18-16	January-19-16	January-28-16	B2-2	
17-Jan-2016	30-Jan-2016	February-01-16	February-02-16	February-11-16	B2-3	
31-Jan-2016	13-Feb-2016	February-15-16	February-16-16	February-25-16	B2-4	
14-Feb-2016	27-Feb-2016	February-29-16	March-01-16	March-10-16	B2-5	
28-Feb-2016	12-Mar-2016	March-14-16	March-15-16	March-24-16	B2-6	
13-Mar-2016	26-Mar-2016	March-24-16	March-29-16	April-07-16	B2-7	Note: Transmission deadline modified due to Good Friday (March 25, 2016) and Easter Monday (March 28, 2016)
27-Mar-2016	9-Apr-2016	April-11-16	April-12-16	April-21-16	B2-8	
10-Apr-2016	23-Apr-2016	April-25-16	April-26-16	May-05-16	B2-9	
24-Apr-2016	7-May-2016	May-09-16	May-10-16	May-19-16	B2-10	
8-May-2016	21-May-2016	May-20-16	May-24-16	June-02-16	B2-11	Note: Transmission deadline advanced due to Victoria Day (May 23, 2016)
22-May-2016	4-Jun-2016	June-06-16	June-07-16	June-16-16	B2-12	
5-Jun-2016	18-Jun-2016	June-17-16	June-20-16	June-30-16	B2-13	Note: Transmission deadline advanced due to Summer Friday and Statutory Holiday.