

### Pay dates and POPS transmission deadlines - Holiday and Year End 2017

These dates are official and allow for enough processing time to ensure everyone is paid properly over the holidays. Below you will find 2 tables accommodating our 2 regularly scheduled payrolls. They are:

1) Bi-weekly: Hourly & Casual Payroll 2) Bi-weekly: Salaried Payroll

Please use the appropriate tables for your POPS transmission deadlines.

### Bi-weekly: Hourly & Casual Payroll - Holiday and Year End 2017 **\*\* Exceptions over normal dates are shown in red**

Payroll Pay Period Start date (Sunday)	Payroll Pay Period End date (Saturday)	Recommended POPS/Web Transmission date **	Deadline for receipt of reviewed and approved POPS payments **	Pay date Thursday	Bi-Weekly Pay Event No	Comment
Sun. Nov. 19, 2017	Sat. Dec. 2, 2017	Mon. Dec. 4, 2017	Tue. Dec. 5, 2017	Thu. Dec. 14, 2017	B2-25	
Sun. Dec. 3, 2017	Sat. Dec. 16, 2017	<b>Fri. Dec 15, 2017</b>	<b>Mon. Dec.18, 2017</b>	Thu. Dec. 28, 2017	B2-26	<b>Last payroll for 2017. No exceptions. If all of the time sheets are not in and/or complete, and it is essential that your casual employee be paid reasonably correct, you may do a best time estimate if the casual is continuing with you in 2018. Note: Our payroll will only pick up anything in "A" status transmitted on or before 11:59 pm, Dec. 18, 2017</b>
Sun. Dec. 17, 2017	Sat. Dec. 30, 2017	<b>Fri. Dec. 22, 2017</b>	<b>Wed. Jan. 3, 2018</b>	Thu. Jan. 11, 2018	B2-1	<b>First payroll for 2018</b>

### Bi-weekly: Salaried Payroll - Holiday and Year End 2017 **\*\* Exceptions over normal dates are shown in red**

Appointment Form Pay Period Start date	Appointment Form Pay Period End date	POPS payment adjustments Pay Period Start date	POPS payment adjustments Pay Period End date	Recommended POPS/Web Transmission date for Misc. & Ovt. Adjustments **	Deadline for receipt of reviewed and approved POPS payment adjustments **	Pay date Friday	Bi-Weekly Pay Event No
Sun. Nov. 26, 2017	Sat. Dec. 9, 2017	Sun. Nov. 12, 2017	Sat. Nov. 25, 2017	Tue. Nov. 28, 2017	Thu. Nov. 30, 2017	Fri. Dec. 8, 2017	B0-25
Sun. Dec. 10, 2017	Sat. Dec. 23, 2017	Sun. Nov. 26, 2017	Sat. Dec. 9, 2017	Tue. Dec. 12, 2017	Thu. Dec. 14, 2017	Fri. Dec. 22, 2017	B0-26
Sun. Dec. 24, 2017	Sat. Jan. 6, 2018	Sun. Dec. 10, 2017	Sat. Dec. 23, 2017	<b>Mon. Dec. 18, 2017</b>	<b>Wed. Dec. 20, 2017</b>	Fri. Jan. 5, 2018	B0-1