



TIME SHEET CUT OFF DATES

- The following is a list of pay dates for 2011/2012 and the dates by which information must arrive in Payroll & Benefits Services. There will be no exception or extension made to these dates.
- Fax copies are acceptable for payment. The fax telephone number is 613-966-4092. Do not send the original if you choose to fax your time sheet.
- Note that mail is received at the Education Centre the day after it is picked up at the school. Employees are responsible for ensuring that their time sheets are submitted on time and that they have been received by Payroll & Benefits Services for processing.
- Short term occasional teachers and non-teaching casual employees must request a Record of Employment (if required) no later than **June 18/12**. Records of Employment will not be done automatically for these employee groups. Check this web page in June of each year for more information about filing:
<http://www.hpedsb.on.ca/ec/services/prb/EmploymentInsurance.html>

TIME WORKED	MUST BE REC'D BY	PAYDATE
August 22-Sept.2/11	September 6/11	September 16/11
September 5-16/11	September 19/11	September 30/11
September 19-30/11	October 3/11	October 14/11
October 3-14/11	October 17/11	October 28/11
October 17-28/11	October 31/11	November 11/11
October 31-Nov.11/11	November 14/11	November 25/11
November 14-25/11	November 28/11	December 9/11
November 28-Dec.9/11	December 12/11	December 23/11
December 12-23/11	December 19/11	January 6/12
December 26/11-Jan. 6/12	January 8/12	January 20/12
January 9-20/12	January 23/12	February 3/12
January 23-February 3/12	February 6/12	February 17/12
February 6-17/12	February 20/12	March 2/12
February 20-March 2/12	March 5/12	March 16/12
March 5-16/12	March 19/12	March 30/12
March 19-30/12	April 2/12	April 13/12
April 2-13/12	April 16/12	April 27/12
April 16-27/12	April 30/12	May 11/12
April 30-May 11/12	May 14/12	May 25/12
May 14-25/12	May 28/12	June 8/12
May 28-June 8/12	June 11/12	June 22/12
June 11-22/12	June 25/12	July 6/12
June 25-July 6/12	July 9/12	July 20/12
July 9-20/12	July 23/12	August 3/12
July 23-August 3/12	August 6/12	August 17/12
August 6-17/12	August 20/12	August 31/12