

MEMO

DATE: March 22, 2021

TO: Time Keepers and People Managers

FROM: Brenda Klerks, Manager, Payroll and Accounts Payable

SUBJECT: Payroll Deadlines for April 1, 2021 Pay Date

Please share this memo with the appropriate staff in your department

The next pay date is scheduled on Thursday, April 1 due to Good Friday falling on Friday, April 2, 2021.

Due to this adjusted pay date, the corresponding time entry approval deadline has been adjusted in order to avoid delay in processing payroll.

[Click here](#) to view the 2021 Payroll Schedule. Please note the following adjusted deadlines:

Part-time Pay Period Date	Full-time Pay Period End Date	Employee Time entry due by MIDNIGHT (11:59pm).	Manager approval due by NOON	Parking, Fitness Zone, Commissions, Gratuities due by NOON	PAY DATE
19-Mar-2021	2-Apr-2021	Tuesday 23-Mar-2021	Friday 26-Mar-2021	Wednesday 24-Mar-2021	Thursday 1-APR-2021

If you have any questions please email payroll@algonquincollege.com

