

MEMO

DATE: May 17, 2021

TO: Time Keepers and People Managers

FROM: Brenda Klerks, Manager, Payroll and Accounts Payable

SUBJECT: Payroll Deadlines for May 28, 2021 Pay Date

Please share this memo with the appropriate staff in your department

In order to accommodate the Victoria Day holiday on Monday, May 24, 2021, the payroll schedule for the May 28th pay date has been adjusted as follows:

| 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 |
|--|--|---|---|---|-----------------|
| 14-May-21 | 28-May-21 | Wednesday 19-May-2021 | Friday 21-May-2021 | Wednesday 19-May-2021 | 28-May- 2021 |

[Click here](#) to view the 2021 Payroll Schedule.

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