

2024 Monthly Payroll cut off and Pension file approval Dates

Pay Date	Payroll Cut-off Date (12:00 p.m. deadline for last minute entry into Banner for current pay period)	Pension file approval date (deadline for file to be approved by HR for FT file submission to Sunlife)
January 30, 2024	January 22, 2024	January 28, 2024
February 28, 2024	February 20, 2024	February 26, 2024
March 27, 2024	March 20, 2024	March 25, 2024
April 29, 2024	April 19, 2024	April 26, 2024
May 30, 2024	May 21, 2024	May 28, 2024
June 27 2024	June 19, 2024	June 25, 2024
July 30, 2024	July 19, 2024	July 26, 2024
August 29, 2024	August 20, 2024	August 26, 2024
September 27, 2024	September 18, 2024	September 25, 2024
October 30, 2024	October 21, 2024	October 28, 2024
November 28, 2024	November 19, 2024	November 26, 2024
December 20, 2024*	December 12, 2024	December 18 2024

- This date could change depending on the closure dates for the holidays