

UBC pays its employees semi-monthly. This means that employees are paid twice a month.  
 Hourly employees (temps are hourly employees) are paid wages based on the hours they submit.  
 It takes 5-7 days for hourly timesheets to be processed for payment.  
 Therefore the pay days for hourly employees are different than salaried employees.  
 Timesheets submitted for the first half of the month, 1-15 (inclusive), will be paid on the 21, 22 or 23 of that month  
 Timesheets for the 2nd half of the month (16-31), will be paid on the 6, 7 or 8 of the following month

**Help Save Trees! Please do not fax coversheets with your timesheets.**

**Hourly Time Sheet Cut Off Schedule - 2012**

Hourly Pay Period 2012	Hourly Time Sheet by 12:00 pm on:	Hourly Pay Day 2012
January 1-15	Friday, January 13	Monday, January 23
January 16-31	Monday, January 30	Wednesday, February 8
February 1-15	Wednesday, February 15	Thursday, February 23
February 16-29	Tuesday, February 28	Thursday, March 8
March 1-15	Thursday, March 15	Friday, March 23
March 16-31	Wednesday, March 28	Thursday, April 5
April 1-15	Friday, April 13	Monday, April 23
April 16-30	Friday, April 27	Tuesday, May 8
May 1-15	Monday, May 14	Wednesday, May 23
May 16-31	Wednesday, May 30	Friday, June 8
June 1-15	Thursday, June 14	Friday, June 22
June 16-30	Thursday, June 28	Friday, July 6
July 1-15	Friday, July 13	Monday, July 23
July 16-31	Monday, July 30	Wednesday, August 8
August 1-15	Wednesday, August 15	Thursday, August 23
August 16-31	Thursday, August 30	Friday, September 7
September 1-15	Thursday, September 13	Friday, September 21
September 16-30	Thursday, September 27	Friday, October 5
October 1-15	Monday, October 15	Tuesday, October 23
October 16-31	Tuesday, October 30	Thursday, November 8
November 1-15	Thursday, November 15	Friday, November 23
November 16-30	Thursday, November 29	Friday, December 7
December 1-15	Thursday, December 13	Friday, December 21
December 16-31	Friday, December 21	Tuesday, January 8, 2013

**Statutory Holidays 2012**

Monday	January 2, 2012* (in lieu of Sunday, January 1st)	New Year's Day
Friday	April 06, 2012	Good Friday
Monday	April 09, 2012	Easter Monday
Monday	May 21, 2012	Victoria Day
Monday	July 2, 2012* (in lieu of Sunday, July 1st)	Canada Day
Monday	August 06, 2012	BC Day
Monday	September 03, 2012	Labour Day
Monday	October 08, 2012	Thanksgiving
Monday	November 12, 2012* (in lieu of Sunday, November 11th)	Remembrance Day
Tuesday	December 25, 2012	Christmas Day
Wednesday	December 26, 2012	Boxing Day
Tuesday	January 01, 2013	New Year's Day