

NEW PAYROLL CUT OFF DATES

To improve internal process efficiencies, we are updating the deadlines for submitting and approving hours worked in Payroll Guardian.

Effective Pay Period 17 (August 2- August 15), the following deadlines will apply:

- **Employees** must submit their hours by **Fridays at 6:00 PM**.
- **Managers** must approve hours by **Mondays at 12:00 PM (noon)**.

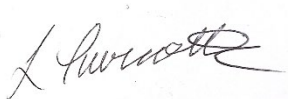
To support this transition, reminder emails will be sent out prior to the change and will continue for the first few pay periods. Attached is the updated Payroll Schedule.

To help with this change, we suggest the following:

- Speak to your team about this change to ensure awareness and compliance.
- Set a weekly calendar reminder to enter or approve hours.
- Submit hours daily to avoid last-minute delays.

If you have any questions, please reach out to Laura Turcotte (lturcotte2@providencehealth.bc.ca) or Tracy Yang (tyang7@providencehealth.bc.ca).

Thank you for your cooperation and support in helping us streamline our processes.



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