



## Catholic Independent Schools Diocese of Prince George

### Finance Office

6500 Southridge Ave  
Prince George BC V2N 5P9  
E: [payroll@cispg.ca](mailto:payroll@cispg.ca)

Tel: 250-964-4424 Ext 236  
[www.cispg.ca](http://www.cispg.ca)

Pay Period (PP)	PP Start Date	PP End Date	Pay Information Submissions Required by 10 AM	Pay Date
1	Aug 19 2017	Sep 1 2017	Aug 31 2017	Sep 8 2017
2	Sep 2 2017	Sep 15 2017	Sep 14 2017	Sep 22 2017
3	Sep 16 2017	Sep 29 2017	Sep 28 2017	Oct 6 2017
4	Sep 30 2017	Oct 13 2017	Oct 12 2017	Oct 20 2017
5	Oct 14 2017	Oct 27 2017	Oct 26 2017	Nov 3 2017
6	Oct 28 2017	Nov 10 2017	Nov 8 2017	Nov 17 2017
7	Nov 11 2017	Nov 24 2017	Nov 23 2017	Dec 1 2017
8	Nov 25 2017	Dec 8 2017	Dec 7 2017	Dec 15 2017
9	Dec 9 2017	Dec 22 2017	Dec 21 2017	Dec 29 2017
10	Dec 23 2017	Jan 5 2018	Jan 4 2018	Jan 12 2018
11	Jan 6 2018	Jan 19 2018	Jan 18 2018	Jan 26 2018
12	Jan 20 2018	Feb 2 2018	Feb 1 2018	Feb 9 2018
13	Feb 3 2018	Feb 16 2018	Feb 15 2018	Feb 23 2018
14	Feb 17 2018	Mar 2 2018	Mar 1 2018	Mar 9 2018
15	Mar 3 2018	Mar 16 2018	Mar 15 2018	Mar 23 2018
16	Mar 17 2018	Mar 30 2018	Mar 29 2018	Apr 6 2018
17	Mar 31 2018	Apr 13 2018	Apr 12 2018	Apr 20 2018
18	Apr 14 2018	Apr 27 2018	Apr 26 2018	May 4 2018
19	Apr 28 2018	May 11 2018	May 10 2018	May 18 2018
20	May 12 2018	May 25 2018	May 24 2018	Jun 1 2018
21	May 26 2018	Jun 8 2018	Jun 7 2018	Jun 15 2018
22	Jun 9 2018	Jun 22 2018	Jun 21 2018	Jun 29 2018
23	Jun 23 2018	Jul 6 2018	Jul 5 2018	Jul 13 2018
24	Jul 7 2018	Jul 20 2018	Jul 19 2018	Jul 27 2018
25	Jul 21 2018	Aug 3 2018	Aug 2 2018	Aug 10 2018
26	Aug 4 2018	Aug 17 2018	Aug 16 2018	Aug 24 2018
	Aug 18 2018	Aug 31 2018	Aug 30 2018	Sep 7 2018

**Pay information includes:** Timesheets, Leave Applications, New Employee Packages, Copy of any new Contracts or Letters of Appointment and any other pertinent information required to process an employees pay for the current pay period.

**ALL PAY INFORMATION MUST BE SUBMITTED ON THE DATE REQUIRED BY 10 AM.**

Submissions to be sent by email to [payroll@cispg.ca](mailto:payroll@cispg.ca)