

Payroll calendar planner

Give payroll a predictable rhythm. Start from your first payday, then plan the internal checks that need to happen before it.

Business / team

Pay period / reporting period

Employee / prepared by

Reviewer / date

Planned payday	Confirmed payday	Approval target	Funding cutoff	Remittance date

Review notes / reference

The worksheet adds calendar days. It does not adjust for business days, determine CRA remitter status or calculate statutory deadlines. Semi-monthly schedules should use the printable planner or a separately reviewed date list.