

MEMO | NOTE



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TO/DESTINATAIRE : Managers, Admins, Schedulers and Staffing Clerks
CC : Frieda Penner, Scheduling Coordinator
FROM/EXPÉDITEUR : Jordan Fehr, Manager – Labour Relations
DATE : May 12, 2026 **PAGE(s)** 3
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SUBJECT/OBJET : Changes to Scheduling Processes for Pay Period Alignment

In anticipation of the upcoming Pay Period Alignment changes, managers, admins and schedulers are advised of the impacts to submission processes and deadline changes. **Managers and those designated to support the completion and submission of Employee Status Change Forms, flowsheets, RFLs, overtime slips, shift swaps, etc. must modify their workflows in effort to incorporate these changes to ensure timely and accurate scheduling and payroll processing for all staff.**

The table on the first and second page highlights the current processes, the interim processes for May 17th – May 21st and May 22nd – June 4th, and what the new processes will be moving forward. The Re-Alignment Bi-Weekly Pay Periods can be referenced on the third page. **While we become familiar with these changes, it is recommended that managers and admins use the Pay Period spreadsheet to set reminders of the final deadlines for each submission task for the 2026 calendar year.**

Submission Task	Current Process	May 17 th – May 21 st Pay Period 12	May 22 nd – June 4 th Pay Period 13	Pay Period 14 Onward
Submission of documents (Flowsheets, RFLs, Overtime, Shift Swaps, etc.)	Scheduling receives all documentation pertaining to the Pay Period with no consistent established deadline.	Scheduling must receive all documentation for Pay Period 12 no later than 9am on Friday, May 22nd. ** Anything received after this time will be processed in the next pay period.	Scheduling must receive all documentation for Pay Period 13 no later than 9am on Friday, June 5th ** Anything received after this time will be processed in the next pay period.	Scheduling must receive all documentation pertaining to the Pay Period no later than 12pm noon the 2nd Wednesday of each Pay Period. ** Flowsheets for the Wed & Thurs of the pay period should be submitted as soon as available.
See Next Page for Further Deadlines				

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Submission Task	Current Process	May 17 th – May 21 st Pay Period 12	May 22 nd – June 4 th Pay Period 13	Pay Period 14 Onward
Special Pay Requests submitted to Payroll Support	Special Pay requests for payroll discrepancies must be submitted no later than Tuesday of the off-pay week.	Special Pay request after Pay Period 11 must be submitted no later than May 25th @ 4 pm. Deposit date of May 28 th , 2026.	Special Pay requests will not be processed between June 4 th – June 11 th . The next Special Pay after Pay Period 12 will be June 18 th .	Special Pay requests must be submitted no later than Monday @ 4pm of the off-pay week via the web-based form on StaffNet.
Submission of Employee Status Change Forms	Employee Status Change Forms for any new hires, terminations or other changes occurring in a pay period must be sent no later than 4pm on the Friday of a non-pay week.	Employee Status Change Forms for Pay Period 12 must be submitted no later than May 25th @ 4pm. ** Anything received after this time will be processed in the next pay period.	Employee Status Change Forms for Pay Period 13 must be submitted no later than June 2nd, 2026 @ 4pm. ** Anything received after this time will be processed in the next pay period.	Employee Status Change Forms must be submitted no later than 9am on the second Friday of the pay period. ** 9am is the final cut off time for ESC forms. Submission prior to this cutoff is advised for accurate processing.
See Next Page for 2026 Bi-Weekly Pay Periods				

2026 PAYROLL YEAR - *RE-ALIGNMENT*
BI-WEEKLY PAY PERIODS

MONTH	PAY PERIOD	START DATE	END DATE	DEPOSIT DATE	Blue Cross Deduction **
December	2026.01 *	14-Dec-25	27-Dec-25	2-Jan-26	JAN
January	2026.02 *	28-Dec-25	10-Jan-26	16-Jan-26	NO
	2026.03	11-Jan-26	24-Jan-26	30-Jan-26	FEB
February	2026.04	25-Jan-26	7-Feb-26	13-Feb-26	NO
	2026.05 *	8-Feb-26	21-Feb-26	27-Feb-26	MAR
March	2026.06	22-Feb-26	7-Mar-26	13-Mar-26	NO
	2026.07	8-Mar-26	21-Mar-26	27-Mar-26	APR
April	2026.08 *	22-Mar-26	4-Apr-26	10-Apr-26	NO
	2026.09 *	5-Apr-26	18-Apr-26	24-Apr-26	MAY
May	2026.10	19-Apr-26	2-May-26	8-May-26	NO
	2026.11	3-May-26	16-May-26	22-May-26	JUN
	2026.12 *	17-May-26	21-May-26	4-Jun-26	NO
June	2026.13	22-May-26	4-Jun-26	11-Jun-26	NO
	2026.14	5-Jun-26	18-Jun-26	25-Jun-26	JUL
July	2026.15 *	19-Jun-26	2-Jul-26	9-Jul-26	NO
	2026.16	3-Jul-26	16-Jul-26	23-Jul-26	AUG
	2026.17	17-Jul-26	30-Jul-26	6-Aug-26	NO
August	2026.18 *	31-Jul-26	13-Aug-26	20-Aug-26	NO
	2026.19	14-Aug-26	27-Aug-26	3-Sep-26	SEP
September	2026.20 *	28-Aug-26	10-Sep-26	17-Sep-26	NO
	2026.21	11-Sep-26	24-Sep-26	1-Oct-26	OCT
October	2026.22 *	25-Sep-26	8-Oct-26	15-Oct-26	NO
	2026.23 *	9-Oct-26	22-Oct-26	29-Oct-26	NOV
November	2026.24	23-Oct-26	5-Nov-26	12-Nov-26	NO
	2026.25 *	6-Nov-26	19-Nov-26	26-Nov-26	DEC
December	2026.26	20-Nov-26	3-Dec-26	10-Dec-26	NO
	2026.27	4-Dec-26	17-Dec-26	24-Dec-26	JAN