



2024 Canada Bi-Weekly Payroll Schedule

Consultants Term / Sole props / C2C / US Crossborder (ADP, ACH, TelPay)

2024

Payroll Hotline 1.833.302.0020

Pay Run #	Month	Pay Period	Pay Date	Time Card Approval Cut-off 10:00 AM - PST
1	JAN	10 Dec - 23 Dec	Jan 5 - 2024	29 Dec
2	JAN	24 Dec - 06 Jan	Jan 19 - 2024	15 Jan
3	FEB	07 Jan - 20 Jan	Feb 02 - 2024	29 Jan
4	FEB	21 Jan - 03 Feb	Feb 16 - 2024	12 Feb
5	MAR	04 Feb - 17 Feb	Mar 1 - 2024	26 Feb
6	MAR	18Feb - 02 Mar	Mar 15 - 2024	11 Mar
7	MAR	03 Mar - 16 Mar	Mar 28 - 2024	22 Mar
8	APR	17 Mar - 30 Mar	Apr 12 - 2024	8 Apr
9	APR	31 Mar - 13 Apr	Apr 26 - 2024	22 Apr
10	MAY	14 Apr - 27 Apr	May 10 - 2024	6 May
11	MAY	28Apr - 11 May	May 24 - 2024	17 May
12	JUN	12 May - 25 May	June 7 - 2024	3 Jun
13	JUN	26 May - 08 Jun	June 21 - 2024	17 Jun
14	JUL	09 Jun - 22 Jun	July 5 - 2024	28 Jun
15	JUL	23June - 06 July	July 19 - 2024	15 Jul
16	AUG	07 July - 20 July	Aug 2 - 2024	29 Jul
17	AUG	21 July - 03 Aug	Aug 16 - 2024	12 Aug
18	AUG	04 Aug - 17 Aug	Aug 30 - 2024	26 Aug
19	SEP	18 Aug - 31 Aug	Sep 13 - 2024	9 Sep
20	SEP	01 Sep - 14 Sep	Sep 27 - 2024	23 Sep
21	OCT	15 Sep - 28 Sep	Oct 11 - 2024	7 Oct
22	OCT	29 Sep - 12 Oct	Oct 25 - 2024	21 Oct
23	NOV	13 Oct - 26 Oct	Nov 08 - 2024	4 Nov
24	NOV	27 Oct - 09 Nov	Nov 22 - 2024	18 Nov
25	DEC	10 Nov - 23 Nov	Dec 6 - 2024	2 Dec
26	DEC	24 Nov - 07 Dec	Dec 20 - 2024	16 Dec

- Hours are to be entered weekly (end of Friday or Sunday for those that work weekends)
- Please enter "0" for any day you did not work, including weekends and Statutory holidays.
- If applicable, consultant expenses are paid out once they are approved. Expenses should be entered and follow the same schedule as submitted time. If submitted late, expenses will be paid out next scheduled pay date.
- Invoices are not required by TEEMA. However, consultants are recommended to create invoices for personal record keeping. Invoices should correspond with monthly approved hours worked