



# 2024 US Biweekly Payroll Schedule

2024

For our US Consultants classified as a 1099

Payroll Hotline 1.833.302.0020

\* Please Note Cut-Off Day is TUESDAY unless there is a Holiday \*

Month	Work Week 1 = Sunday - Saturday 2 = Monday - Sunday	Pay Period	Time Card Approval Cut-off 10:00 AM - PST	Pay Date
JAN	1	10 Dec - 23 Dec	26 Dec	5 Jan
JAN	2	11 Dec - 24 Dec	26 Dec	5 Jan
JAN	1	24 Dec - 06 Jan	9 Jan	19 Jan
JAN	2	25 Dec - 07 Jan	9 Jan	19 Jan
FEB	1	07-Jan- 20 Jan	23 Jan	2 Feb
FEB	2	08 Jan - 21 Jan	23 Jan	2 Feb
FEB	1	21 Jan - 03 Feb	6 Feb	16 Feb
FEB	2	22 Jan - 04 Feb	6 Feb	16 Feb
MAR	1	04 Feb -17 Feb	20 Feb	1 Mar
MAR	2	05 Feb - 18 Feb	20 Feb	1 Mar
MAR	1	18 Feb - 02-Mar	5 Mar	15 Mar
MAR	2	19 Feb - 03 Mar	5 Mar	15 Mar
MAR	1	03 Mar - 16 Mar	19 Mar	29 Mar
MAR	2	04 Mar - 17 Mar	19 Mar	29 Mar
APR	1	17 Mar - 30 Mar	2 Apr	12 Apr
APR	2	18 Mar - 31 Mar	2 Apr	12 Apr
APR	1	31 Mar- 13 Apr	16 Apr	26 Apr
APR	2	01 Apr - 14 Apr	16 Apr	26 Apr
MAY	1	14 Apr - 27 Apr	30 Apr	10 May
MAY	2	15 Apr - 28 Apr	30 Apr	10 May
MAY	1	28 Apr - 11 May	14 May	24 May
MAY	2	29 Apr - 12 May	14 May	24 May
JUN	1	12 May - 25 May	28 May	7 Jun
JUN	2	13 May - 26 May	28 May	7 Jun
JUN	1	26 May - 08 Jun	11 Jun	21 Jun
JUN	2	27 May - 09 Jun	11 Jun	21 Jun
JUL	1	09 Jun - 22 Jun	25 Jun	5 Jul
JUL	2	10 Jun - 23 Jun	25 Jun	5 Jul
JUL	1	23 June - 06 July	9 Jul	19 Jul
JUL	2	24 June - 07 July	9 Jul	19 Jul
AUG	1	07 July - 20 July	23 Jul	2 Aug
AUG	2	08 July - 21 July	23 Jul	2 Aug
AUG	1	21 July - 03 Aug	6 Aug	16 Aug
AUG	2	22 July - 04 Aug	6 Aug	16 Aug
AUG	1	04 Aug - 17 Aug	20 Aug	30 Aug



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AUG	2	05 Aug - 18 Aug	20 Aug	30 Aug
SEP	1	18 Aug - 31 Aug	3 Sep	13 Sep
SEP	2	19 Aug - 01 Sep	3 Sep	13 Sep
SEP	1	01 Sep - 14 Sep	17 Sep	27 Sep
SEP	2	02 Sep - 15 Sep	17 Sep	27 Sep
OCT	1	15 Sep - 28 Sep	1 Oct	11 Oct
OCT	2	16 Sep - 29 Sep	1 Oct	11 Oct
OCT	1	29 Sep - 12 Oct	15 Oct	25 Oct
OCT	2	30 Sep - 13 Oct	15 Oct	25 Oct
Nov	1	13 Oct - 26 Oct	29 Oct	8 Nov
Nov	2	14 Oct - 27 Oct	29 Oct	8 Nov
Nov	1	27 Oct - 09 Nov	12 Nov	22 Nov
Nov	2	28 Oct - 10 Nov	12 Nov	22 Nov
Dec	1	10 Nov - 23 Nov	26 Nov	6 Dec
Dec	2	11 Nov - 24 Nov	26 Nov	6 Dec
Dec	1	24 Nov - 07 Dec	10 Dec	20 Dec
Dec	2	25 Nov - 08 Dec	10 Dec	20 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