

2023 Canada Bi-Weekly Payroll Schedule

For any Canadian Classified Consultant or TERM Employee

Payroll Hotline 1.833.302.0020

Pay Period #	Month	Pay period	Pay date	Payroll Cut-Off - 10 AM
1	January	11 Dec- 24 Dec	Jan 6	30-Dec
2	January	25 Dec- 07 Jan	Jan 20	16-Jan
3	February	08 Jan- 21 Jan	Feb 03	30-Jan
4	February	22 Jan-04 Feb	Feb 17	13-Feb
5	March	05 Feb-18 Feb	Mar 3	27-Feb
6	March	19Feb-04 Mar	Mar 17	13-Mar
7	March	05 Mar- 18 Mar	Mar 31	27-Mar
8	April	19 Mar- 01 Apr	Apr 14	10-Apr
9	April	02 Apr- 15 Apr	Apr 28	24-Apr
10	May	16 Apr- 29 Apr	May 12	8-May
11	May	30Apr-13 May	May 26	19-May
12	June	14 May- 27 May	June 9	5-Jun
13	June	28 May- 10 Jun	June 23	19-Jun
14	July	11 Jun- 24 Jun	July 7	30-Jun
15	July	25June- 08 July	July 21	17-Jul
16	August	09 July- 22 July	August 4	31-Jul
17	August	23 July- 05 Aug	August 18	14-Aug
18	September	06 Aug- 19 Aug	Sep 1	28-Aug
19	September	20 Aug- 02 Sep	Sep 15	11-Sep
20	September	03 Sep- 16 Sep	Sep 29	25-Sep
21	October	17 Sep- 30 Sep	Oct 13	6-Oct
22	October	01 Oct- 14 Oct	Oct 27	23-Oct
23	November	15 Oct- 28 Oct	Nov 10	6-Nov
24	November	29 Oct- 11 Nov	Nov 24	20-Nov
25	December	12 Nov- 25 Nov	Dec 8	4-Dec
26	December	26 Nov- 09 Dec	Dec 22	18-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