



2023 US Biweekly Payroll Schedule
For our US Consultants classified as a 1099

2023

Payroll Hotline 1.833.302.0020

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