

# TEEMA 2025 Canada Bi-Weekly Payroll Schedule

## Consultants- Terms/Sole props-ADP

Pay Run #	Month	Pay Period Begins	Pay Period Ends	Pay date	Payroll Cut-Off -10AM
1	Jan	8-Dec-2024	21-Dec-2024	3-Jan	27-Dec
2	Jan	22-Dec-2024	4-Jan-2025	17-Jan	13-Jan
3	Jan	5-Jan-2025	11-Jan-2025	17-Jan	13-Jan
4	Jan	12-Jan-2025	25-Jan-2025	31-Jan	27-Jan
5	Feb	26-Jan-2025	8-Feb-2025	14-Feb	10-Feb
6	Feb	9-Feb-2025	22-Feb-2025	28-Feb	24-Feb
7	Mar	23-Feb-2025	8-Mar-2025	14-Mar	10-Mar
8	Mar	9-Mar-2025	22-Mar-2025	28-Mar	24-Mar
9	Apr	23-Mar-2025	5-Apr-2025	11-Apr	7-Apr
10	Apr	6-Apr-2025	19-Apr-2025	25-Apr	21-Apr
11	May	20-Apr-2025	3-May-2025	9-May	5-May
12	May	4-May-2025	17-May-2025	23-May	20-May
13	Jun	18-May-2025	31-May-2025	6-Jun	2-Jun
14	Jun	1-Jun-2025	14-Jun-2025	20-Jun	16-Jun
15	July	15-Jun-2025	28-Jun-2025	4-Jul	30-Jun
16	July	29-Jun-2025	12-Jul-2025	18-Jul	14-Jul
17	Aug	13-Jul-2025	26-Jul-2025	1-Aug	28-Jul
18	Aug	27-Jul-2025	9-Aug-2025	15-Aug	11-Aug
19	Aug	10-Aug-2025	23-Aug-2025	29-Aug	25-Aug
20	Sep	24-Aug-2025	6-Sep-2025	12-Sep	8-Sep
21	Sep	7-Sep-2025	20-Sep-2025	26-Sep	22-Sep
22	Oct	21-Sep-2025	4-Oct-2025	10-Oct	6-Oct
23	Oct	5-Oct-2025	18-Oct-2025	24-Oct	20-Oct
24	Nov	19-Oct-2025	1-Nov-2025	7-Nov	3-Nov
25	Nov	2-Nov-2025	15-Nov-2025	21-Nov	17-Nov
26	Dec	16-Nov-2025	29-Nov-2025	5-Dec	1-Dec
27	Dec	30-Nov-2025	13-Dec-2025	19-Dec	15-Dec

- Hours are to be entered weekly (end of Friday or Sunday for those that work weekends)
- Please enter "O" 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 bi-weekly approved hours worked.