

# TEEMA 2025 Canada Bi-Weekly Payroll Schedule

2025 Canadian Inc & US Crossborder Bi-Weekly					
Pay Run #	Month	Pay Period Begins	Pay Period Ends	Pay date	Time Card Approval Cut Off 10:00AM PST
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	18-Jan-2025	31-Jan	27-Jan
4	Feb	19-Jan-2025	1-Feb-2025	14-Feb	10-Feb
5	Feb	2-Feb-2025	15-Feb-2025	28-Feb	24-Feb
6	Mar	16-Feb-2025	1-Mar-2025	14-Mar	10-Mar
7	Mar	2-Mar-2025	15-Mar-2025	28-Mar	24-Mar
8	Apr	16-Mar-2025	29-Mar-2025	11-Apr	7-Apr
9	Apr	30-Mar-2025	12-Apr-2025	25-Apr	21-Apr
10	May	13-Apr-2025	26-Apr-2025	9-May	5-May
11	May	27-Apr-2025	10-May-2025	23-May	16-May
12	Jun	11-May-2025	24-May-2025	6-Jun	2-Jun
13	Jun	25-May-2025	7-Jun-2025	20-Jun	16-Jun
14	July	8-Jun-2025	21-Jun-2025	4-Jul	30-Jun
15	July	22-Jun-2025	5-Jul-2025	18-Jul	14-Jul
16	Aug	6-Jul-2025	19-Jul-2025	1-Aug	28-Jul
17	Aug	20-Jul-2025	2-Aug-2025	15-Aug	11-Aug
18	Aug	3-Aug-2025	16-Aug-2025	29-Aug	25-Aug
19	Sep	17-Aug-2025	30-Aug-2025	12-Sep	8-Sep
20	Sep	31-Aug-2025	13-Sep-2025	26-Sep	22-Sep
21	Oct	14-Sep-2025	27-Sep-2025	10-Oct	6-Oct
22	Oct	28-Sep-2025	11-Oct-2025	24-Oct	20-Oct
23	Nov	12-Oct-2025	25-Oct-2025	7-Nov	3-Nov
24	Nov	26-Oct-2025	8-Nov-2025	21-Nov	17-Nov
25	Dec	9-Nov-2025	22-Nov-2025	5-Dec	1-Dec
26	Dec	23-Nov-2025	6-Dec-2025	19-Dec	15-Dec

- Hours are to be entered weekly (end of Friday or Sunday for those who 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 on the 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.