

TEEMA 2026 Canada Bi-Weekly Payroll Schedule

2025 Canadian Inc & US Crossborders Bi-Weekly					
Pay Run #	Month	Pay Period Begins	Pay Period Ends	Pay date	Time Card Approval Cut Off 10:00AM PST
1	Jan	7-Dec-2025	20-Dec-2025	2-Jan	28-Dec
2	Jan	21-Dec-2025	3-Jan-2026	16-Jan	12-Jan
3	Jan	4-Jan-2026	17-Jan-2026	30-Jan	26-Jan
4	Feb	18-Jan-2026	31-Jan-2026	13-Feb	9-Feb
5	Feb	1-Feb-2026	14-Feb-2026	27-Feb	23-Feb
6	Mar	15-Feb-2026	28-Feb-2026	13-Mar	9-Mar
7	Mar	1-Mar-2026	14-Mar-2026	27-Mar	23-Mar
8	Apr	15-Mar-2026	28-Mar-2026	10-Apr	6-Apr
9	Apr	29-Mar-2026	11-Apr-2026	24-Apr	20-Apr
10	May	12-Apr-2026	25-Apr-2026	8-May	4-May
11	May	26-Apr-2026	9-May-2026	22-May	18-May
12	Jun	10-May-2026	23-May-2026	5-Jun	1-Jun
13	Jun	24-May-2026	6-Jun-2026	19-Jun	15-Jun
14	July	7-Jun-2026	20-Jun-2026	3-Jul	28-Jun
15	July	21-Jun-2026	4-Jul-2026	17-Jul	13-Jul
16	July	5-Jul-2026	18-Jul-2026	31-Jul	27-Jul
17	Aug	19-Jul-2026	1-Aug-2026	14-Aug	10-Aug
18	Aug	2-Aug-2026	15-Aug-2026	28-Aug	24-Aug
19	Sep	16-Aug-2026	29-Aug-2026	11-Sep	7-Sep
20	Sep	30-Aug-2026	12-Sep-2026	25-Sep	21-Sep
21	Oct	13-Sep-2026	26-Sep-2026	9-Oct	5-Oct
22	Oct	27-Sep-2026	10-Oct-2026	23-Oct	19-Oct
23	Nov	11-Oct-2026	24-Oct-2026	6-Nov	2-Nov
24	Nov	25-Oct-2026	7-Nov-2026	20-Nov	16-Nov
25	Dec	8-Nov-2026	21-Nov-2026	4-Dec	30-Nov
26	Dec	22-Nov-2026	5-Dec-2026	18-Dec	14-Dec
27	Dec	6-Dec-2026	19-Dec-2026	31-Dec	27-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.