

TEEMA 2026 Canada Bi-Weekly Payroll Schedule

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