

## 2020 Canada Semi-Monthly Payroll Schedule

Consultants Terms/Sole props/C2C (ADP, TelPay)

PP	Pay period	Pay period	Pay date	Payroll Cut Off - 10 AM	Holidays
1	January	16 Dec - 31 Dec	15 Jan 2020	07 Jan	
2		01 Jan - 15 Jan	31 Jan 2020	22 Jan	01 Jan - New Year's day
3	February	16 Jan - 31 Jan	14 Feb 2020	05 Feb	
4		01 Feb - 15 Feb	28 Feb 2020	19 Feb	
5	March	16 Feb - 28 Feb	13 Mar 2020	04 Mar	17 Feb - Family day * AB, BC, NB, ON, SK
6		01 Mar - 15 Mar	31 Mar 2020	20 Mar	
7	April	16 Mar - 31 Mar	15 Apr 2020	03 Apr	
8		01 Apr - 15 Apr	30 Apr 2020	22 Apr	
9	May	16 Apr - 30 Apr	15 May 2020	06 May	10 Apr - Good Friday
10		01 May - 15 May	29 May 2020	21 May	
11	June	16 May - 31 May	15 Jun 2020	05 Jun	18 May - Victoria Day * All except New Brunswick, Nova Scotia, QC
12		01 June - 15 June	30 Jun 2020	19 Jun	
13	July	16 June - 30 June	15 Jul 2020	07 Jul	
14		01 July - 15 July	31 Jul 2020	22 Jul	01 Jul - Canada Day
15	August	16 July - 31 July	14 Aug 2020	06 Aug	
16		01 Aug - 15 Aug	31 Aug 2020	21 Aug	03 Aug - Civic / Provincial Day
17	September	16 Aug - 31 Aug	15 Sep 2020	04 Sep	
18		01 Sep - 15 Sep	30 Sep 2020	21 Sep	07 Sep - Labour Day
19	October	16 Sep - 30 Sep	15 Oct 2020	05 Oct	
20		01 Oct - 15 Oct	30 Oct 2020	21 Oct	12 Oct - Thanksgiving
21	November	16 Oct - 31 Oct	13 Nov 2020	04 Nov	
22		01 Nov - 15 Nov	30 Nov 2020	20 Nov	11 Nov - Remembrance Day * All except NL
23	December	16 Nov - 30 Nov	15 Dec 2020	04 Dec	
24		01 Dec - 15 Dec	31 Dec 2020	18 Dec	

- ◆ Hours are to be entered weekly (end of Friday or Sunday for those that work weekends) and at the end of the pay period (15th or last day of the month)
- ◆ 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