

## 2020 US Semi-Monthly Payroll Schedule Consultants- (US) Cross-Borders-Telpay US

PP	Pay period	Pay period	Pay date	Payroll Cut Off - 10 AM
1	January	16 Dec - 31 Dec	15 Jan 2020	07 Jan
2		01 Jan - 15 Jan	31 Jan 2020	22 Jan
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
6		01 Mar - 15 Mar	27 Mar 2020	19 Mar
7	April	16 Mar - 31 Mar	15 Apr 2020	03 Apr
8		01 Apr - 15 Apr	29 Apr 2020	22 Apr
9	May	16 Apr - 30 Apr	15 May 2020	06 May
10		01 May - 15 May	29 May 2020	21 May
11	June	16 May - 31 May	12 Jun 2020	04 Jun
12		01 June - 15 June	26 Jun 2020	18 Jun
13	July	16 June - 30 June	15 Jul 2020	07 Jul
14		01 July - 15 July	31 Jul 2020	22 Jul
15	August	16 July - 31 July	14 Aug 2020	06 Aug
16		01 Aug - 15 Aug	28 Aug 2020	21 Aug
17	September	16 Aug - 31 Aug	11 Sep 2020	03 Sep
18		01 Sep - 15 Sep	30 Sep 2020	21 Sep
19	October	16 Sep - 30 Sep	14 Oct 2020	05 Oct
20		01 Oct - 15 Oct	30 Oct 2020	21 Oct
21	November	16 Oct - 31 Oct	13 Nov 2020	04 Nov
22		01 Nov - 15 Nov	27 Nov 2020	19 Nov
23	December	16 Nov - 30 Nov	11 Dec 2020	03 Dec
24		01 Dec - 15 Dec	30 Dec 2020	18 Dec

- ◆ Funds will be withdrawn from TEEMA account on the pay date mentioned in the payroll schedule. However, due to the nature of Cross border's transaction, it can take 2-3 business days for the transaction to show in the receivers accounts.
- ◆ Telpay Notifications are sent out around 1PM on the payday and the money will start showing up in the depositors account after 6PM.
- ◆ 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. For the hours worked in Canada please write "ONSITE" and hours worked in US write "REMOTE" in SpringAhead

- ◆ If applicable, consultant expenses are paid out once they are approved. Expenses should be entered and follow the same schedule as submitted. time. Please ensure when entering expenses to convert from CAD to USD and entering only the USD amounts. 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