

2020 US Semi-Monthly Payroll Schedule

W2 - ADP WFN

PP	Pay period	Pay period	Pay date	Payroll Cut Off - 10 AM	Holidays
1	January	16 Dec - 31 Dec	10 Jan 2020	06 Jan	
2		01 Jan - 15 Jan	24 Jan 2020	20 Jan	01 Jan - New Year's day * Federal Holiday
3	February	16 Jan - 31 Jan	10 Feb 2020	04 Feb	20 Jan - Martin Luther King Jr. Day * Federal Holiday
4		01 Feb - 15 Feb	26 Feb 2020	19 Feb	
5	March	16 Feb - 28 Feb	10 Mar 2020	03 Mar	17 Feb - Presidents' Day * Federal Holiday
6		01 Mar - 15 Mar	26 Mar 2020	19 Mar	
7	April	16 Mar - 31 Mar	10 Apr 2020	03 Apr	
8		01 Apr - 15 Apr	24 Apr 2020	17 Apr	
9	May	16 Apr - 30 Apr	08 May 2020	04 May	
10		01 May - 15 May	26 May 2020	19 May	
11	June	16 May - 31 May	10 Jun 2020	03 Jun	25 May - Memorial Day * Federal Holiday
12		01 June - 15 June	26 Jun 2020	19 Jun	
13	July	16 June - 30 June	10 Jul 2020	03 Jul	
14		01 July - 15 July	24 Jul 2020	17 Jul	03 Jul - Independence Day * Federal Holiday
15	August	16 July - 31 July	10 Aug 2020	03 Aug	
16		01 Aug - 15 Aug	26 Aug 2020	19 Aug	
17	September	16 Aug - 31 Aug	10 Sep 2020	03 Sep	
18		01 Sep - 15 Sep	25 Sep 2020	18 Sep	07 Sep - Labour Day * Federal Holiday
19	October	16 Sep - 30 Sep	09 Oct 2020	02 Oct	
20		01 Oct - 15 Oct	26 Oct 2020	19 Oct	12 Oct - Columbus Day * Federal Holiday
21	November	16 Oct - 31 Oct	10 Nov 2020	03 Nov	
22		01 Nov - 15 Nov	26 Nov 2020	18 Nov	11 Nov - Veterans Day Observed * Federal Holiday
23	December	16 Nov - 30 Nov	10 Dec 2020	03 Dec	26 Nov - Thanksgiving Day * Federal Holiday
24		01 Dec - 15 Dec	24 Dec 2020	17 Dec	

- ◆ *Pay dates are the 10th and the 26th; when these dates fall on a weekend or holiday, payment will be made on the preceding business day.
- ◆ 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. Please note Teema doesn't pay for the 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