

2021 US-Semi-Monthly Payroll Schedule



Consultants - US - 1099 (ACH/EFT/ADPWFN)

PP	Month	Pay Period	Pay Date	Payroll Cut-Off 10 AM
1	January	16 Dec - 31 Dec	15 Jan	07 Jan
2	January	01 Jan - 15 Jan	29 Jan	21 Jan
3	February	16 Jan - 31 Jan	12 Feb	04 Feb
4	February	01 Feb - 15 Feb	26 Feb	18 Feb
5	March	16 Feb - 28 Feb	15 Mar	08 Mar
6	March	01 Mar - 15 Mar	31 Mar	23 Mar
7	April	16 Mar - 31 Mar	15 Apr	08 Apr
8	April	01 Apr - 15 Apr	30 Apr	22 Apr
9	May	16 Apr - 30 Apr	14 May	07 May
10	May	01 May - 15 May	31 May	21 May
11	June	16 May - 31 May	15 Jun	08 Jun
12	June	01 June - 15 June	30 Jun	21 Jun
13	July	16 June - 30 June	15 Jul	08 Jul
14	July	01 July - 15 July	30 Jul	22 Jul
15	August	16 July - 31 July	13 Aug	06 Aug
16	August	01 Aug - 15 Aug	31 Aug	23 Aug
17	September	16 Aug - 31 Aug	15 Sep	08 Sep
18	September	01 Sep - 15 Sep	30 Sep	21 Sep
19	October	16 Sep - 30 Sep	15 Oct	06 Oct
20	October	01 Oct - 15 Oct	29 Oct	21 Oct
21	November	16 Oct - 31 Oct	15 Nov	08 Nov
22	November	01 Nov - 15 Nov	30 Nov	22 Nov
23	December	16 Nov - 30 Nov	15 Dec	08 Dec
24	December	01 Dec - 15 Dec	31 Dec	21 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