

2021 Canada-Bi-Weekly Payroll Schedule 
 Term, Incorporated and Cross Border Contractors

Week	Month	Pay Period - Consultant	Pay Date	Payroll Cut-Off 12:00 PM
46	November	01 Nov - 13 Nov	26 Nov	22 Nov
48	November	14 Nov - 27 Nov	10 Dec	06 Dec
50	December	28 Nov - 11 Dec	24 Dec	17 Dec
52	December	12 Dec - 25 Dec	07 Jan	03 Jan
2	January	26 Dec - 08 Jan	21 Jan	17 Jan
4	January	09 Jan - 22 Jan	04 Feb	31 Jan
6	January	23 Jan - 05 Feb	18 Feb	14 Feb

- ◆ 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