

2021 US-Semi-Monthly Payroll Schedule



Consultants - US - Cross-Borders (Telpay US)

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	12 Mar	05 Mar
6	March	01 Mar - 15 Mar	31 Mar	23 Mar
7	April	16 Mar - 31 Mar	14 Apr	08 Apr
8	April	01 Apr - 15 Apr	30 Apr	22 Apr
9	May	16 Apr - 30 Apr	14 May	06 May
10	May	01 May - 15 May	28 May	20 May
11	June	16 May - 31 May	11 Jun	04 Jun
12	June	01 June - 15 June	30 Jun	22 Jun
13	July	16 June - 30 June	14 Jul	07 Jul
14	July	01 July - 15 July	30 Jul	22 Jul
15	August	16 July - 31 July	13 Aug	05 Aug
16	August	01 Aug - 15 Aug	27 Aug	19 Aug
17	September	16 Aug - 31 Aug	15 Sep	07 Sep
18	September	01 Sep - 15 Sep	29 Sep	22 Sep
19	October	16 Sep - 30 Sep	15 Oct	06 Oct
20	October	01 Oct - 15 Oct	29 Oct	21 Oct
21	November	16 Sep - 30 Sep	12 Nov	04 Nov
22	November	24 Oct - 30 Oct	26 Nov	19 Nov
23	December	16 Nov - 30 Nov	15 Dec	07 Dec
24	December	01 Dec - 15 Dec	31 Dec	21 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- ◆ Funds will be withdrawn from TEEMA account on the pay date mentioned in the payroll schedule.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.
- ◆ 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