

2021 Canada-Semi-Monthly Payroll Schedule

Consultants - CDN - Terms/Sole props/C2C (ADP, TelPay)

PP	Month	Pay Period	Pay Date	Payroll Cut-Off 10 AM	Holiday
1	January	16 Dec - 31 Dec	15 Jan	07 Jan	25 Dec - Christmas Day
2	January	01 Jan - 15 Jan	29 Jan	21 Jan	01 Jan - New Year's Day
3	February	16 Jan - 31 Jan	12 Feb	04 Feb	18 Jan - Martin Luther King Jr. Day
4	February	01 Feb - 15 Feb	26 Feb	18 Feb	15 Feb - Family day (AB,BC,NB, ON,SK)
5	March	16 Feb - 28 Feb	15 Mar	05 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	02 Apr - Good Friday
9	May	16 Apr - 30 Apr	14 May	06 May	-
10	May	01 May - 15 May	31 May	20 May	-
11	June	16 May - 31 May	15 Jun	07 Jun	24 May - Victoria Day (All except NB, NS, QC)
12	June	01 June - 15 June	30 Jun	22 Jun	-
13	July	16 June - 30 June	15 Jul	07 Jul	-
14	July	01 July - 15 July	30 Jul	22 Jul	01 July - Canada Day
15	August	16 July - 31 July	13 Aug	05 Aug	-
16	August	01 Aug - 15 Aug	31 Aug	23 Aug	02 Aug - Civic / Provincial Day
17	September	16 Aug - 31 Aug	15 Sep	07 Sep	-
18	September	01 Sep - 15 Sep	30 Sep	22 Sep	06 Sep - Labor Day
19	October	16 Sep - 30 Sep	15 Oct	06 Oct	-
20	October	01 Oct - 15 Oct	29 Oct	21 Oct	11 Oct - Thanksgiving
21	November	16 Oct - 31 Oct	15 Nov	04 Nov	-
22	November	01 Nov - 15 Nov	30 Nov	22 Nov	11 Nov - Remembrance Day (All except NL,NS, QC)
23	December	16 Nov - 30 Nov	15 Dec	07 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