

2021 US-Semi-Monthly Payroll Schedule



W2 - ADP WFN

PP	Month	Pay Period	Pay Date	Payroll Cut-Off 10 AM
1	January	16 Dec - 31 Dec	08 Jan	04 Jan
2	January	01 Jan - 15 Jan	26 Jan	20 Jan
3	February	16 Jan - 31 Jan	10 Feb	03 Feb
4	February	01 Feb - 15 Feb	26 Feb	18 Feb
5	March	16 Feb - 28 Feb	10 Mar	04 Mar
6	March	01 Mar - 15 Mar	26 Mar	18 Mar
7	April	16 Mar - 31 Mar	09 Apr	05 Apr
8	April	01 Apr - 15 Apr	26 Apr	19 Apr
9	May	16 Apr - 30 Apr	10 May	04 May
10	May	01 May - 15 May	26 May	19 May
11	June	16 May - 31 May	10 Jun	03 Jun
12	June	01 June - 15 June	25 Jun	18 Jun
13	July	16 June - 30 June	09 Jul	03 Jul
14	July	01 July - 15 July	26 Jul	19 Jul
15	August	16 July - 31 July	10 Aug	03 Aug
16	August	01 Aug - 15 Aug	26 Aug	19 Aug
17	September	16 Aug - 31 Aug	10 Sep	03 Sep
18	September	01 Sep - 15 Sep	24 Sep	17 Sep
19	October	16 Sep - 30 Sep	08 Oct	04 Oct
20	October	01 Oct - 15 Oct	26 Oct	18 Oct
21	November	16 Oct - 31 Oct	10 Nov	04 Nov
22	November	01 Nov - 15 Nov	26 Nov	18 Nov
23	December	16 Nov - 30 Nov	10 Dec	02 Dec
24	December	01 Dec - 15 Dec	24 Dec	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.
- ◆ 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