

Legend	
	Payroll cycle 1
	Payroll cycle 2
	Payroll cycle 3



PAYDAY SCHEDULE

2010 CALENDAR / PAYROLL YEAR

Pay Period Number	Pay Period Ending Date	TIMESHEET SUBMISSION Cutoff Date:	PAYMENT DATE (Direct Deposit)
1	Friday, January 08, 2010	Monday, January 11, 2010	Friday, January 15, 2010
2	Friday, January 22, 2010	Monday, January 25, 2010	Friday, January 29, 2010
3	Friday, February 05, 2010	Monday, February 08, 2010	Friday, February 12, 2010
4	Friday, February 19, 2010	Monday, February 22, 2010	Friday, February 26, 2010
5	Friday, March 05, 2010	Monday, March 08, 2010	Friday, March 12, 2010
6	Friday, March 19, 2010	Monday, March 22, 2010	Friday, March 26, 2010
7	Friday, April 02, 2010	Monday, April 05, 2010	Friday, April 09, 2010
8	Friday, April 16, 2010	Monday, April 19, 2010	Friday, April 23, 2010
9	Friday, April 30, 2010	Monday, May 03, 2010	Friday, May 07, 2010
10	Friday, May 14, 2010	Monday, May 17, 2010	Friday, May 21, 2010
11	Friday, May 28, 2010	Monday, May 31, 2010	Friday, June 04, 2010
12	Friday, June 11, 2010	Monday, June 14, 2010	Friday, June 18, 2010
13	Friday, June 25, 2010	Monday, June 28, 2010	Friday, July 02, 2010
14	Friday, July 09, 2010	Monday, July 12, 2010	Friday, July 16, 2010
15	Friday, July 23, 2010	Monday, July 26, 2010	Friday, July 30, 2010
16	Friday, August 06, 2010	Monday, August 09, 2010	Friday, August 13, 2010
17	Friday, August 20, 2010	Monday, August 23, 2010	Friday, August 27, 2010
18	Friday, September 03, 2010	Friday, September 03, 2010	Friday, September 10, 2010
19	Friday, September 17, 2010	Monday, September 20, 2010	Friday, September 24, 2010
20	Friday, October 01, 2010	Monday, October 04, 2010	Friday, October 08, 2010
21	Friday, October 15, 2010	Monday, October 18, 2010	Friday, October 22, 2010
22	Friday, October 29, 2010	Monday, November 01, 2010	Friday, November 05, 2010
23	Friday, November 12, 2010	Monday, November 15, 2010	Friday, November 19, 2010
24	Friday, November 26, 2010	Monday, November 29, 2010	Friday, December 03, 2010
25	Friday, December 10, 2010	Monday, December 13, 2010	Friday, December 17, 2010
26	Friday, December 24, 2010	Monday, December 27, 2010	Friday, December 31, 2010

NOTE:

Please note that cheques will be issued in accordance with submitted authorized timesheets and the corresponding invoice (for contractors with self-employed or Ltd. company status). In order to receive your cheque as per this schedule, the authorized timesheet (and the invoice) must be submitted on Friday (the latest by NOON - Timesheet Submission date) as per cut-off dates listed above. In the event that a timesheet is late, not authorized, or inaccurate, a delay of payment **will** result.

REMINDER:

It is the responsibility of EACH employee and contractor to ensure that their timesheet has been sent to ACCOUNTING either by fax (780-416-4890) or by email (timesheet@tsgstaffing.ca) by the required cut-off time.