

Legend	
	Payroll cycle 1
	Payroll cycle 2
	Payroll cycle 3



PAYDAY SCHEDULE

2012 CALENDAR / PAYROLL YEAR

Pay Period Number	Pay Period Ending Date	TIMESHEET SUBMISSION Cutoff Date:	PAYMENT DATE (Direct Deposit)
1	Friday, January 06, 2012	Monday, January 09, 2012	Friday, January 13, 2012
2	Friday, January 20, 2012	Monday, January 23, 2012	Friday, January 27, 2012
3	Friday, February 03, 2012	Monday, February 06, 2012	Friday, February 10, 2012
4	Friday, February 17, 2012	Friday, February 17, 2012	Friday, February 24, 2012
5	Friday, March 02, 2012	Monday, March 05, 2012	Friday, March 09, 2012
6	Friday, March 16, 2012	Monday, March 19, 2012	Friday, March 23, 2012
7	Friday, March 30, 2012	Friday, March 30, 2012	Thursday, April 05, 2012
8	Friday, April 13, 2012	Monday, April 16, 2012	Friday, April 20, 2012
9	Friday, April 27, 2012	Monday, April 30, 2012	Friday, May 04, 2012
10	Friday, May 11, 2012	Monday, May 14, 2012	Friday, May 18, 2012
11	Friday, May 25, 2012	Monday, May 28, 2012	Friday, June 01, 2012
12	Friday, June 08, 2012	Monday, June 11, 2012	Friday, June 15, 2012
13	Friday, June 22, 2012	Monday, June 25, 2012	Friday, June 29, 2012
14	Friday, July 06, 2012	Monday, July 09, 2012	Friday, July 13, 2012
15	Friday, July 20, 2012	Monday, July 23, 2012	Friday, July 27, 2012
16	Friday, August 03, 2012	Friday, August 03, 2012	Friday, August 10, 2012
17	Friday, August 17, 2012	Monday, August 20, 2012	Friday, August 24, 2012
18	Friday, August 31, 2012	Friday, August 31, 2012	Friday, September 07, 2012
19	Friday, September 14, 2012	Monday, September 17, 2012	Friday, September 21, 2012
20	Friday, September 28, 2012	Monday, October 01, 2012	Friday, October 05, 2012
21	Friday, October 12, 2012	Monday, October 15, 2012	Friday, October 19, 2012
22	Friday, October 26, 2012	Monday, October 29, 2012	Friday, November 02, 2012
23	Friday, November 09, 2012	Friday, November 09, 2012	Friday, November 16, 2012
24	Friday, November 23, 2012	Monday, November 26, 2012	Friday, November 30, 2012
25	Friday, December 07, 2012	Monday, December 10, 2012	Friday, December 14, 2012
26	Friday, December 21, 2012	Thursday, December 20, 2012	Friday, December 28, 2012

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) should be submitted to payroll on Friday (and received by the latest at NOON on the 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.