

**Legend**

Payroll cycle 1

Payroll cycle 2

Payroll cycle 3

**Details in Red: Changes to Time Frame****PAYDAY SCHEDULE****2019 CALENDAR / PAYROLL YEAR**

<b>Pay Period Number</b>	<b>Pay Period Ending Date</b>	<b>TIMESHEET SUBMISSION (Cut-off Date)</b>	<b>PAYMENT DATE (Direct Deposit)</b>
1	Friday, December 28, 2018	<b>Friday, December 28, 2018</b>	Friday, January 4, 2019
2	Friday, January 11, 2019	Monday, January 14, 2019	Friday, January 18, 2019
3	Friday, January 25, 2019	Monday, January 28, 2019	Friday, February 1, 2019
4	Friday, February 8, 2019	Monday, February 11, 2019	Friday, February 15, 2019
5	Friday, February 22, 2019	Monday, February 25, 2019	Friday, March 1, 2019
6	Friday, March 8, 2019	Monday, March 11, 2019	Friday, March 15, 2019
7	Friday, March 22, 2019	Monday, March 25, 2019	Friday, March 29, 2019
8	Friday, April 5, 2019	Monday, April 8, 2019	Friday, April 12, 2019
9	Friday, April 19, 2019	Monday, April 22, 2019	Friday, April 26, 2019
10	Friday, May 3, 2019	Monday, May 6, 2019	Friday, May 10, 2019
11	Friday, May 17, 2019	<b>Friday, May 17, 2019</b>	Friday, May 24, 2019
12	Friday, May 31, 2019	Monday, June 3, 2019	Friday, June 7, 2019
13	Friday, June 14, 2019	Monday, June 17, 2019	Friday, June 21, 2019
14	Friday, June 28, 2019	<b>Friday, June 28, 2019</b>	Friday, July 5, 2019
15	Friday, July 12, 2019	Monday, July 15, 2019	Friday, July 19, 2019
16	Friday, July 26, 2019	Monday, July 29, 2019	Friday, August 2, 2019
17	Friday, August 9, 2019	Monday, August 12, 2019	Friday, August 16, 2019
18	Friday, August 23, 2019	Monday, August 26, 2019	Friday, August 30, 2019
19	Friday, September 6, 2019	Monday, September 9, 2019	Friday, September 13, 2019
20	Friday, September 20, 2019	Monday, September 23, 2019	Friday, September 27, 2019
21	Friday, October 4, 2019	Monday, October 7, 2019	Friday, October 11, 2019
22	Friday, October 18, 2019	Monday, October 21, 2019	Friday, October 25, 2019
23	Friday, November 1, 2019	Monday, November 4, 2019	Friday, November 8, 2019
24	Friday, November 15, 2019	Monday, November 18, 2019	Friday, November 22, 2019
25	Friday, November 29, 2019	Monday, December 2, 2019	Friday, December 6, 2019
26	Friday, December 13, 2019	Monday, December 16, 2019	Friday, December 20, 2019

**NOTE:**

Please note that Direct Deposits will be issued in accordance with Approved Timesheets and corresponding Invoices (for contractors that are self-employed or Ltd. status). In order to receive your Direct Deposit as per the above schedule, Approved Timesheets (and Invoices) need to be submitted by Monday as per cut-off dates listed above. In the event that a timesheet is late, not authorized, or inaccurate, a delay of payment may result.

**\*\*\*PLEASE SUBMIT TIMESHEETS ON FRIDAY WHENEVER POSSIBLE\*\*\***

**REMINDER:**

It is the responsibility of EACH Employee or Contractor to ensure their timesheet has been emailed to ACCOUNTING at [timesheet@tsgstaffing.ca](mailto:timesheet@tsgstaffing.ca) by the required cut-off date, to ensure timely payment.