

Legend

Payroll cycle 1

Payroll cycle 2

Payroll cycle 3

Details in Red: Changes to Time Frame
Technical Support Group
 Staffing Services Ltd.
PAYDAY SCHEDULE**2021 CALENDAR / PAYROLL YEAR**

Pay Period Number	Pay Period Ending Date	TIMESHEET SUBMISSION (Cut-off Date)	PAYMENT DATE (Direct Deposit)
1	Friday, January 8, 2021	Monday, January 11, 2021	Friday, January 15, 2021
2	Friday, January 22, 2021	Monday, January 25, 2021	Friday, January 29, 2021
3	Friday, February 5, 2021	Monday, February 8, 2021	Friday, February 12, 2021
4	Friday, February 19, 2021	Monday, February 22, 2021	Friday, February 26, 2021
5	Friday, March 5, 2021	Monday, March 8, 2021	Friday, March 12, 2021
6	Friday, March 19, 2021	Monday, March 22, 2021	Friday, March 26, 2021
7	Friday, April 2, 2021	Monday, April 5, 2021	Friday, April 9, 2021
8	Friday, April 16, 2021	Monday, April 19, 2021	Thursday, April 23, 2021
9	Friday, April 30, 2021	Monday, May 3, 2021	Friday, May 7, 2021
10	Friday, May 14, 2021	Monday, May 17, 2021	Friday, May 21, 2021
11	Friday, May 28, 2021	Monday, May 31, 2021	Friday, June 4, 2021
12	Friday, June 11, 2021	Monday, June 14, 2021	Friday, June 18, 2021
13	Friday, June 25, 2021	Monday, June 28, 2021	Friday, July 2, 2021
14	Friday, July 9, 2021	Monday, July 12, 2021	Friday, July 16, 2021
15	Friday, July 23, 2021	Monday, July 26, 2021	Friday, July 30, 2021
16	Friday, August 6, 2021	Monday, August 9, 2021	Friday, August 13, 2021
17	Friday, August 20, 2021	Monday, August 23, 2021	Friday, August 27, 2021
18	Friday, September 3, 2021	Friday, September 3, 2021	Friday, September 10, 2021
19	Friday, September 17, 2021	Monday, September 20, 2021	Friday, September 24, 2021
20	Friday, October 1, 2021	Monday, October 4, 2021	Friday, October 8, 2021
21	Friday, October 15, 2021	Monday, October 18, 2021	Friday, October 22, 2021
22	Friday, October 29, 2021	Monday, November 1, 2021	Friday, November 5, 2021
23	Friday, November 12, 2021	Monday, November 15, 2021	Friday, November 19, 2021
24	Friday, November 26, 2021	Monday, November 29, 2021	Friday, December 3, 2021
25	Friday, December 10, 2021	Monday, December 13, 2021	Friday, December 17, 2021
26	Friday, December 24, 2021	Thursday, December 23, 2021	Friday, December 31, 2021

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 by the required cut-off date, to ensure timely payment.