

**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****2022 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, January 7, 2022	Monday, January 10, 2022	Friday, January 14, 2022
2	Friday, January 21, 2022	Monday, January 24, 2022	Friday, January 28, 2022
3	Friday, February 4, 2022	Monday, February 7, 2022	Friday, February 11, 2022
4	Friday, February 18, 2022	<b>Friday, February 18, 2022</b>	Friday, February 25, 2022
5	Friday, March 4, 2022	Monday, March 7, 2022	Friday, March 11, 2022
6	Friday, March 18, 2022	Monday, March 21, 2022	Friday, March 25, 2022
7	Friday, April 1, 2022	Monday, April 4, 2022	Friday, April 8, 2022
8	Friday, April 15, 2022	Monday, April 18, 2022	Friday, April 22, 2022
9	Friday, April 29, 2022	Monday, May 2, 2022	Friday, May 6, 2022
10	Friday, May 13, 2022	Monday, May 16, 2022	Friday, May 20, 2022
11	Friday, May 27, 2022	Monday, May 30, 2022	Friday, June 3, 2022
12	Friday, June 10, 2022	Monday, June 13, 2022	Friday, June 17, 2022
13	Friday, June 24, 2022	<b>Friday, June 24, 2022</b>	<b>Thursday, June 30, 2022</b>
14	Friday, July 8, 2022	Monday, July 11, 2022	Friday, July 15, 2022
15	Friday, July 22, 2022	Monday, July 25, 2022	Friday, July 29, 2022
16	Friday, August 5, 2022	Monday, August 8, 2022	Friday, August 12, 2022
17	Friday, August 19, 2022	Monday, August 22, 2022	Friday, August 26, 2022
18	Friday, September 2, 2022	<b>Friday, September 2, 2022</b>	Friday, September 9, 2022
19	Friday, September 16, 2022	Monday, September 19, 2022	Friday, September 23, 2022
20	Friday, September 30, 2022	Monday, October 3, 2022	Friday, October 7, 2022
21	Friday, October 14, 2022	Monday, October 17, 2022	Friday, October 21, 2022
22	Friday, October 28, 2022	Monday, October 31, 2022	Friday, November 4, 2022
23	Friday, November 11, 2022	Monday, November 14, 2022	Friday, November 18, 2022
24	Friday, November 25, 2022	Monday, November 28, 2022	Friday, December 2, 2022
25	Friday, December 9, 2022	Monday, December 12, 2022	Friday, December 16, 2022
26	Friday, December 23, 2022	<b>Wednesday, December 21, 2022</b>	<b>Friday, December 30, 2022</b>

**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 PAYROLL at the appropriate email ([timesheet@tsgstaffing.ca](mailto:timesheet@tsgstaffing.ca) OR [track.timesheet@tsgstaffing.ca](mailto:track.timesheet@tsgstaffing.ca)) by the required cut-off date, to ensure timely payment.