

**Legend**

Payroll cycle 1

Payroll cycle 2

Payroll cycle 3

**Details in Red: Changes to Time Frame****PAYDAY SCHEDULE****2023 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 6, 2023	Monday, January 9, 2023	Friday, January 13, 2023
2	Friday, January 20, 2023	Monday, January 23, 2023	Friday, January 27, 2023
3	Friday, February 3, 2023	Monday, February 6, 2023	Friday, February 10, 2023
4	Friday, February 17, 2023	<b>Friday, February 17, 2023</b>	Friday, February 24, 2023
5	Friday, March 3, 2023	Monday, March 6, 2023	Friday, March 10, 2023
6	Friday, March 17, 2023	Monday, March 20, 2023	Friday, March 24, 2023
7	Friday, March 31, 2023	<b>Friday March 31, 2023</b>	<b>Thursday, April 6, 2023</b>
8	Friday, April 14, 2023	Monday, April 17, 2023	Friday, April 21, 2023
9	Friday, April 28, 2023	Monday, May 1, 2023	Friday, May 5, 2023
10	Friday, May 12, 2023	Monday, May 15, 2023	Friday, May 19, 2023
11	Friday, May 26, 2023	Monday, May 29, 2023	Friday, June 2, 2023
12	Friday, June 9, 2023	Monday, June 12, 2023	Friday, June 16, 2023
13	Friday, June 23, 2023	Monday, June 26, 2023	Friday, June 30, 2023
14	Friday, July 7, 2023	Monday, July 10, 2023	Friday, July 14, 2023
15	Friday, July 21, 2023	Monday, July 24, 2023	Friday, July 28, 2023
16	Friday, August 4, 2023	<b>Friday, August 4, 2023</b>	Friday, August 11, 2023
17	Friday, August 18, 2023	Monday, August 21, 2023	Friday, August 25, 2023
18	Friday, September 1, 2023	<b>Friday, September 1, 2023</b>	Friday, September 8, 2023
19	Friday, September 15, 2023	Monday, September 18, 2023	Friday, September 22, 2023
20	Friday, September 29, 2023	Monday, October 2, 2023	Friday, October 6, 2023
21	Friday, October 13, 2023	Monday, October 16, 2023	Friday, October 20, 2023
22	Friday, October 27, 2023	Monday, October 30, 2023	Friday, November 3, 2023
23	Friday, November 10, 2023	<b>Friday, November 10, 2023</b>	Friday, November 17, 2023
24	Friday, November 24, 2023	Monday, November 27, 2023	Friday, December 1, 2023
25	Friday, December 8, 2023	Monday, December 11, 2023	Friday, December 15, 2023
26	Friday, December 22, 2023	<b>Wednesday, December 20, 2023</b>	<b>Friday, December 29, 2023</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.