



Legend
Payroll cycle 1
Payroll cycle 2
Payroll cycle 3
Details in Red: Changes to Time Frame

PAYDAY SCHEDULE

2024 CALENDAR / PAYROLL YEAR

Pay Period Number	Pay Period Dates (Start to End)	IMPORTANT DATES	
		TIMESHEET SUBMISSION (Cut-off Date)	PAYMENT DATE (Direct Deposit)
1	<u>Dec 23</u> , 2023 to <u>Jan 5</u> , 2024	Monday, January 8, 2024	Friday, January 12, 2024
2	<u>Jan 6</u> to <u>Jan 19</u> , 2024	Monday, January 22, 2024	Friday, January 26, 2024
3	<u>Jan 20</u> to <u>Feb 2</u> , 2024	Monday, February 5, 2024	Friday, February 9, 2024
4	<u>Feb 3</u> to <u>Feb 16</u> , 2024	Friday, February 16, 2024	Friday, February 23, 2024
5	<u>Feb 17</u> to <u>Mar 1</u> , 2024	Monday, March 4, 2024	Friday, March 8, 2024
6	<u>Mar 2</u> to <u>Mar 15</u> , 2024	Monday, March 18, 2024	Friday, March 22, 2024
7	<u>Mar 16</u> to <u>Mar 29</u> , 2024	Monday, April 1, 2024	Friday, April 5, 2024
8	<u>Mar 30</u> to <u>Apr 12</u> , 2024	Monday, April 15, 2024	Friday, April 19, 2024
9	<u>Apr 13</u> to <u>Apr 26</u> , 2024	Monday, April 29, 2024	Friday, May 3, 2024
10	<u>Apr 27</u> to <u>May 10</u> , 2024	Monday, May 13, 2024	Friday, May 17, 2024
11	<u>May 11</u> to <u>May 24</u> , 2024	Monday, May 27, 2023	Friday, May 31, 2024
12	<u>May 25</u> to <u>Jun 7</u> , 2024	Monday, June 10, 2024	Friday, June 14, 2024
13	<u>Jun 8</u> to <u>Jun 21</u> , 2024	Monday, June 24, 2024	Friday, June 28, 2024
14	<u>Jun 22</u> to <u>Jul 5</u> , 2024	Monday, July 8, 2024	Friday, July 12, 2024
15	<u>Jul 6</u> to <u>Jul 19</u> , 2024	Monday, July 22, 2024	Friday, July 26, 2024
16	<u>Jul 20</u> to <u>Aug 2</u> , 2024	Friday, August 2, 2024	Friday, August 9, 2024
17	<u>Aug 3</u> to <u>Aug 16</u> , 2024	Monday, August 19, 2024	Friday, August 23, 2024
18	<u>Aug 17</u> to <u>Aug 30</u> , 2024	Friday, August 30, 2024	Friday, September 6, 2024
19	<u>Aug 31</u> to <u>Sept 13</u> , 2024	Monday, September 16, 2024	Friday, September 20, 2024
20	<u>Sept 14</u> to <u>Sept 27</u> , 2024	Friday, September 27, 2024	Friday, October 4, 2024
21	<u>Sept 28</u> to <u>Oct 11</u> , 2024	Friday, October 11, 2024	Friday, October 18, 2024
22	<u>Oct 12</u> to <u>Oct 25</u> , 2024	Monday, October 28, 2024	Friday, November 1, 2024
23	<u>Oct 26</u> to <u>Nov 8</u> , 2024	Friday, November 8, 2024	Friday, November 15, 2024
24	<u>Nov 9</u> to <u>Nov 22</u> , 2024	Monday, November 25, 2024	Friday, November 29, 2024
25	<u>Nov 23</u> to <u>Dec 6</u> , 2024	Monday, December 9, 2024	Friday, December 13, 2024
26	<u>Dec 7</u> to <u>Dec 20</u> , 2024	Wednesday, December 18, 2024	Friday, December 27, 2024

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.

REMINDER:

It is the responsibility of EACH Contractor to ensure their timesheet has been received by TSG's PAYROLL by the cut-off date to ensure timely payment.