

Legend
Payroll cycle 1
Payroll cycle 2
Payroll cycle 3
<i>Details in Red: Changes to Time Frame</i>



## PAYDAY SCHEDULE

### 2025 CALENDAR / PAYROLL YEAR

Pay Period Number	Pay Period Dates (Start to End)	IMPORTANT DATES	
		TIMESHEET SUBMISSION (Cut-off Date)	PAYMENT DATE (Direct Deposit)
1	<b>Dec 21</b> , 2024 to <b>Jan 3</b> , 2025	Monday, January 6, 2025	Friday, January 10, 2025
2	<b>Jan 4</b> to <b>Jan 17</b> , 2025	Monday, January 20, 2025	Friday, January 24, 2025
3	<b>Jan 18</b> to <b>Jan 31</b> , 2025	Monday, February 3, 2025	Friday, February 7, 2025
4	<b>Feb 1</b> to <b>Feb 14</b> , 2025	<b>Friday, February 14, 2025</b>	Friday, February 21, 2025
5	<b>Feb 15</b> to <b>Feb 28</b> , 2025	Monday, March 3, 2025	Friday, March 7, 2025
6	<b>Mar 1</b> to <b>Mar 14</b> , 2025	Monday, March 17, 2025	Friday, March 21, 2025
7	<b>Mar 15</b> to <b>Mar 28</b> , 2025	Monday, March 31, 2025	Friday, April 4, 2025
8	<b>Mar 29</b> to <b>Apr 11</b> , 2025	<b>Friday, April 11, 2025</b>	<b>Thursday, April 17, 2025</b>
9	<b>Apr 12</b> to <b>Apr 25</b> , 2025	Monday, April 28, 2025	Friday, May 2, 2025
10	<b>Apr 26</b> to <b>May 9</b> , 2025	Monday, May 12, 2025	Friday, May 16, 2025
11	<b>May 10</b> to <b>May 23</b> , 2025	Monday, May 26, 2025	Friday, May 30, 2025
12	<b>May 24</b> to <b>Jun 6</b> , 2025	Monday, June 9, 2025	Friday, June 13, 2025
13	<b>Jun 7</b> to <b>Jun 20</b> , 2025	Monday, June 23, 2025	Friday, June 27, 2025
14	<b>Jun 21</b> to <b>Jul 4</b> , 2025	Monday, July 7, 2025	Friday, July 11, 2025
15	<b>Jul 5</b> to <b>Jul 18</b> , 2025	Monday, July 21, 2025	Friday, July 25, 2025
16	<b>Jul 19</b> to <b>Aug 1</b> , 2025	<b>Friday, August 1, 2025</b>	Friday, August 8, 2025
17	<b>Aug 2</b> to <b>Aug 15</b> , 2025	Monday, August 18, 2025	Friday, August 22, 2025
18	<b>Aug 16</b> to <b>Aug 29</b> , 2025	<b>Friday, August 29, 2025</b>	Friday, September 5, 2025
19	<b>Aug 30</b> to <b>Sept 12</b> , 2025	Monday, September 15, 2025	Friday, September 19, 2025
20	<b>Sept 13</b> to <b>Sept 26</b> , 2025	<b>Friday, September 26, 2025</b>	Friday, October 3, 2025
21	<b>Sept 27</b> to <b>Oct 10</b> , 2025	<b>Friday, October 10, 2025</b>	Friday, October 17, 2025
22	<b>Oct 11</b> to <b>Oct 24</b> , 2025	Monday, October 27, 2025	Friday, October 31, 2025
23	<b>Oct 25</b> to <b>Nov 7</b> , 2025	<b>Friday, November 7, 2025</b>	Friday, November 14, 2025
24	<b>Nov 8</b> to <b>Nov 21</b> , 2025	Monday, November 24, 2025	Friday, November 28, 2025
25	<b>Nov 22</b> to <b>Dec 5</b> , 2025	Monday, December 8, 2025	Friday, December 12, 2025
26	<b>Dec 6</b> to <b>Dec 19</b> , 2025	<b>Friday, December 18, 2025</b>	<b>Wednesday, December 24, 2025</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.

**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.