Teaching Tracking and Payment System
Quarterly Processing Timeline
April – June 2017 Teaching Delivery Period

- April: Teaching Delivered
- May: Staff Enter and Validate Teaching Data
- June: 5 Business Day Review Period
- July: Staff Revise Data
- August: Aug 4 – Email Notification
- September: Aug 19 – Statement Finalized
- October: Financial Authorization

By end of Sept:
Payments sent to financial systems (when eligible)
- Direct deposit – one week
- Cheques – delivery date variable
Teaching Tracking and Payment System
Quarterly Processing Timeline
July – September 2017 Teaching Delivery Period

July

August

September

October

November

December

January

Teaching Delivered

Staff Enter and Validate Teaching Data

Nov 3 - Email Notification

5 Business Day Review Period

Staff Revise Data

Nov 18 – Statement Finalized

Financial Authorization

By end of Dec:
Payments sent to financial systems (when eligible)

- Direct deposit – one week
- Cheques – delivery date variable
Teaching Tracking and Payment System
Quarterly Processing Timeline

October – December 2017 Teaching Delivery Period

- **Teaching Delivered**
- **Staff Enter and Validate Teaching Data**
- **Feb 2 - Email Notification**
- **5 Business Day Review Period**
- **Feb 17 – Statement Finalized**
- **Financial Authorization**

**By end of March:** Payments sent to financial systems (when eligible)
- Direct deposit – one week
- Cheques – delivery date variable
## Teaching Tracking and Payment System

### Quarterly Processing Timeline

**January – March 2018 Teaching Delivery Period**

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