Teaching Tracking and Payment System
Quarterly Processing Timeline

April – June 2017 Teaching Delivery Period

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

- **Teaching Delivered**
- **Staff Enter and Validate Teaching Data**
- **Aug 4 - Email Notification**
- **5 Business Day Review Period**
- **Staff Revise Data**
- **Aug 19 – Statement Finalized**
- **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

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Delivered</td>
<td>Staff Enter and Validate Teaching Data</td>
<td></td>
<td></td>
<td>Nov 3 - Email Notification</td>
<td>5 Business Day Review Period</td>
<td>Staff Revise Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nov 18 – Statement Finalized</td>
<td>Financial Authorization</td>
<td></td>
</tr>
</tbody>
</table>

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

October
- Teaching Delivered
- Staff Enter and Validate Teaching Data

November
- Staff Revise Data

December
- 5 Business Day Review Period

January
- Feb 2 - Email Notification
- Feb 17 – Statement Finalized

February
- Financial Authorization

March
- By end of March: Payments sent to financial systems (when eligible)
  - Direct deposit – one week
  - Cheques – delivery date variable

April
Teaching Tracking and Payment System
Quarterly Processing Timeline

January – March 2018 Teaching Delivery Period

- **January**: Teaching Delivered
- **February**: Staff Enter and Validate Teaching Data
- **March**: May 4 - Email Notification
  - 5 Business Day Review Period
  - Staff Revise Data
- **May**: May 19 – Statement Finalized
  - Financial Authorization
- **June**: By end of June:
  - Payments sent to financial systems (when eligible)
  - Direct deposit – one week
  - Cheques – delivery date variable

Note: Payments are sent to financial systems by the end of June, if eligible.
Teaching Tracking and Payment System
Quarterly Processing Timeline

April – June 2018 Teaching Delivery Period

- **April**
  - Teaching Delivered

- **May**
  - Staff Enter and Validate Teaching Data

- **June**
  - Aug 3 - Email Notification
  - 5 Business Day Review Period
  - Staff Revise Data

- **July**
  - Aug 18 – Statement Finalized

- **August**
  - Financial Authorization

- **September**
  - 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 2018 Teaching Delivery Period

- **Teaching Delivered**
- **Staff Enter and Validate Teaching Data**
- **Nov 2 - Email Notification**
- **5 Business Day Review Period**
- **Staff Revise Data**
- **Nov 17 – 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 2018 Teaching Delivery Period**

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Delivered</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Enter and Validate Teaching Data</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Feb 1 - Email Notification</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>5 Business Day Review Period</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Revise Data</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Feb 16 – Statement Finalized</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Authorization</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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 2019 Teaching Delivery Period

- January
  - Teaching Delivered
  - Staff Enter and Validate Teaching Data

- February
  - May 3 - Email Notification

- March
  - 5 Business Day Review Period
  - Staff Revise Data

- April
  - May 18 – Statement Finalized

- May
  - Financial Authorization

- June
  - By end of June:
    - Payments sent to financial systems (when eligible)
      - Direct deposit – one week
      - Cheques – delivery date variable