Teaching Tracking and Payment System
Quarterly Processing Timeline
April – June 2019 Teaching Delivery Period

- **April – June 2019 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 2 - Email Notification
  - **September**: Aug 16 – Statement Finalized
  - **October**: Financial Authorization

By mid September:
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 2019 Teaching Delivery Period

July
August
September
October
November
December
January

Teaching Delivered

Staff Enter and Validate Teaching Data

Nov 1 - Email Notification

5 Business Day Review Period

Staff Revise Data

Nov 15 – Statement Finalized

Financial Authorization

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

By mid December:
## Teaching Tracking and Payment System

### Quarterly Processing Timeline

**October – December 2019 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>
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<td>Teaching Delivered</td>
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- **Jan 31 - Email Notification**
- **5 Business Day Review Period**
- **Feb 14 – Statement Finalized**
- **Financial Authorization**

### By mid 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 2020 Teaching Delivery Period

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
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<th>April</th>
<th>May</th>
<th>June</th>
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