Teaching Tracking and Payment System
Quarterly Processing Timeline
April – June 2022 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>
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<tbody>
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<td>Teaching Delivered</td>
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<tr>
<td>Staff Enter and Validate Teaching Data</td>
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</tbody>
</table>

- **Aug 4 - Email Notification**
- **5 Business Day Review Period**
- **Aug 19 – Statement Finalized**
- Financial Authorization

Payment processed by 16 of Sept:
- Direct deposit – one week
- Cheques – delivery date variable
Teaching Tracking and Payment System
Quarterly Processing Timeline
July – September 2022 Teaching Delivery Period

July
August
September
October
November
December
January

Teaching Delivered

Staff Enter and Validate Teaching Data

Nov 4 - Email Notification

5 Business Day Review Period

Staff Revise Data

Nov 18 – Statement Finalized

Financial Authorization

Payment processed by 16 of Dec:
- Direct deposit – one week
- Cheques – delivery date variable
## Teaching Tracking and Payment System

### Quarterly Processing Timeline

**October – December 2022 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><strong>Staff Enter and Validate Teaching Data</strong></td>
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<td><strong>Feb 3 - Email Notification</strong></td>
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<td><strong>Feb 17 – Statement Finalized</strong></td>
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<td><strong>Financial Authorization</strong></td>
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</tbody>
</table>
| | | | | | | **Payment processed by 17 of March:**
| | | | | | | - Direct deposit – one week
| | | | | | | - Cheques – delivery date variable |
Teaching Tracking and Payment System
Quarterly Processing Timeline
January – March 2023 Teaching Delivery Period

Teaching Delivered
Staff Enter and Validate Teaching Data

- May 5 - Email Notification
- 5 Business Day Review Period
- Staff Revise Data
- May 19 – Statement Finalized
- Financial Authorization

Payment processed by 16 of June:
- Direct deposit – one week
- Cheques – delivery date variable