

# Saint Mary's University

## Part-time and Overload Contract Payment Schedule

- Contracts must be in the Payroll Office per the schedule provided in the University's Manual of Administrative Policies and Procedures.
- Direct deposit bank information is mandatory.
- Reviewing your Personal Tax Credit Forms is recommended but is optional.

Session Dates	Pay Date
<b>September 7 to December 17 2016</b> (Paid in 8 equal instalments)	15 September
	29 September
	13 October
	27 October
	10 November
	24 November
	08 December
	22 December

Session Dates	Pay Date
<b>January 4 to April 19 2017</b> (Paid in 8 equal instalments)	19 January
	02 February
	16 February
	02 March
	16 March
	30 March
	13 April
	27 April

Session Dates	Pay Date	Percentage Paid (7 week courses)	Percentage Paid (3 1/2 week courses)
<b>May 8 to June 22 2017</b>	May 25	10 %	TBD
	June 8	30 %	TBD
	June 22	30 %	TBD
	July 6	30 %	TBD

Session Dates	Pay Date	Percentage Paid (7 week courses)	Percentage Paid (3 1/2 week courses)
<b>July 5 to August 23 2017</b>	July 20	30 %	TBD
	Aug 3	30 %	TBD
	Aug 17	30 %	TBD
	Aug 31	10 %	TBD

Stipends for courses that fall out of the traditional schedule will be adjusted accordingly.