

# 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 6 to December 16 2017</b> (Paid in 8 equal instalments)	14 September
	28 September
	12 October
	26 October
	9 November
	23 November
	07 December
	21 December

Session Dates	Pay Date
<b>January 3 to April 20 2018</b> (Paid in 8 equal instalments)	18 January
	01 February
	15 February
	01 March
	15 March
	29 March
	12 April
	26 April

Session Dates	Pay Date	Percentage Paid (7 week courses)
<b>May 7 to June 22 2018</b>	May 24	30 %
	June 7	30 %
	June 21	30 %
	July 5	10 %

Session Dates	Pay Date	Percentage Paid (7 week courses)
<b>July 4 to August 22 2018</b>	July 19	30 %
	Aug 2	30 %
	Aug 16	30 %
	Aug 30	10 %

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