

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
September 4 to December 19, 2024 (Paid in 8 equal instalments)	19 September
	03 October
	17 October
	31 October
	14 November
	28 November
	12 December
	24 December

Session Dates	Pay Date
January 8 to April 23, 2025 (Paid in 8 equal instalments)	09 January
	23 January
	06 February
	20 February
	06 March
	20 March
	03 April
	17 April

Session Dates	Pay Date	Percentage Paid (7-week courses)
May 5 to June 21 2025	May 15	25 %
	May 29	25 %
	June 12	25 %
	June 26	25 %

Session Dates	Pay Date	Percentage Paid (7-week courses)
July 2 to August 19 2025	July 10	25 %
	July 24	25 %
	Aug 7	25 %
	Aug 21	25 %

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