

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
September 5 to December 17 2018 (Paid in 8 equal instalments)	13 September
	27 September
	11 October
	25 October
	08 November
	22 November
	06 December
	20 December

Session Dates	Pay Date
January 7 to April 18 2019 (Paid in 8 equal instalments)	17 January
	31 January
	14 February
	28 February
	14 March
	28 March
	11 April
	25 April

Session Dates	Pay Date	Percentage Paid (7 week courses)	Percentage Paid (3 1/2 week courses)
May 6 to June 21 2019	May 23	10 %	TBD
	June 6	30 %	TBD
	June 20	30 %	TBD
	July 4	30 %	TBD

Session Dates	Pay Date	Percentage Paid (7 week courses)	Percentage Paid (3 1/2 week courses)
July 8 to August 20 2019	July 18	10 %	TBD
	Aug 1	30 %	TBD
	Aug 15	30 %	TBD
	Aug 29	30 %	TBD

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