

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 3 to December 19, 2025 (Paid in 8 equal instalments)	18 September
	2 October
	16 October
	30 October
	13 November
	27 November
	11 December
	24 December

Session Dates	Pay Date*revised pay dates*
January 7 to April 23, 2026 (Paid in 8 equal instalments)	22 January
	5 February
	19 February
	5 March
	19 March
	2 April
	16 April
	30 April

Session Dates	Pay Date	Percentage Paid (7-week courses)
May 4 to June 22 2026	May 14	25 %
	May 28	25 %
	June 11	25 %
	June 25	25 %

Session Dates	Pay Date	Percentage Paid (7-week courses)
July 6 to August 24 2026	July 9	25 %
	July 23	25 %
	Aug 6	25 %
	Aug 20	25 %

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