

2023 KEY QUARTERLY DATES

Activity	Duration	Period 1		Period 2		Period 3		Period 4	
		Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
Track Activities <i>Activity Tracker</i>	Delivery Period + 6 days	Feb 9, 2023	Mar 16, 2023	Mar 9, 2023	Apr 17, 2023	Apr 9, 2023	May 16, 2023	May 9, 2023	Jun 16, 2023
Track Validation <i>Activity Validator</i>	Delivery Period + 6 days	Feb 9, 2023	Mar 16, 2023	Mar 9, 2023	Apr 17, 2023	Apr 9, 2023	May 16, 2023	May 9, 2023	Jun 16, 2023
Financial Authorization <i>Administration Director (IMP, SMP, NMP, VFMP)</i>	2 days	Mar 17, 2023	Mar 20, 2023	Apr 18, 2023	Apr 19, 2023	Mar 17, 2023	May 18, 2023	Jun 17, 2023	Jun 20, 2023
Report Generated in TTPS for download <i>Department HR – FOM Education</i>	Generates no later than		Mar 21, 2023		April 20, 2023		May 19, 2023		June 21, 2023
Deadline for Report Upload in Workday <i>Department HR – FOM Education</i>	UBC Payroll Deadline		Mar 23, 2023		Apr 23, 2023		May 23, 2023		Jun 23, 2023
Payment Processed in Workday	Last business day of each calendar month		Mar 31, 2023		Apr 31, 2023		May 31, 2023		Jun 30, 2023


2023 KEY QUARTERLY DATES

Activity	Duration	Period 5		Period 6		Period 7		Period 8	
		Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
Track Activities <i>Activity Tracker</i>	Delivery Period + 6 days	Jun 9, 2023	Jul 17, 2023	Jul 9, 2023	Aug 16, 2023	Aug 9, 2023	Sept 18, 2023	Sept 9, 2023	Oct 16, 2023
Track Validation <i>Activity Validator</i>	Delivery Period + 6 days	Jun 9, 2023	Jul 17, 2023	Jul 9, 2023	Aug 16, 2023	Aug 9, 2023	Sept 18, 2023	Sept 9, 2023	Oct 16, 2023
Financial Authorization <i>Administration Director (IMP, SMP, NMP, VFMP)</i>	2 days	Jul 18, 2023	Jul 19, 2023	Aug 17, 2023	Aug 18, 2023	Sept 19, 2023	Sept 20, 2023	Oct 17, 2023	Oct 18, 2023
Report Generated in TTPS for download <i>Department HR – FOM Education</i>	Generates no later than		Jul 20, 2023		Aug 21, 2023		Sept 21, 2023		Oct 19, 2023
Deadline for Report Upload in Workday <i>Department HR – FOM Education</i>	UBC Payroll Deadline		Jul 23, 2023		Aug 23, 2023		Sept 23, 2023		Oct 23, 2023
Payment Processed in Workday	Last business day of each calendar month		Jul 31, 2023		Aug 31, 2023		Sept 30, 2023		Oct 31, 2023

2023 KEY QUARTERLY DATES

Activity	Duration	Period 9		Period 10		Period 11	
		Start Date	End Date	Start Date	End Date	Start Date	End Date
Track Activities <i>Activity Tracker</i>	Delivery Period + 6 days	Oct 9, 2023	Nov 16, 2023	Nov 9, 2023	Dec 18, 2023	Dec 9, 2023	Jan 16, 2024
Track Validation <i>Activity Validator</i>	Delivery Period + 6 days	Oct 9, 2023	Nov 16, 2023	Nov 9, 2023	Dec 18, 2023	Dec 9, 2023	Jan 16, 2024
Financial Authorization <i>Administration Director (IMP, SMP, NMP, VFMP)</i>	2 days	Nov 17, 2023	Nov 20, 2023	Dec 19, 2023	Dec 20, 2023	Jan 17, 2023	Jan 18, 2024
Report Generated in TTPS for download <i>Department HR – FOM Education</i>	Generates no later than		Nov 21, 2023		Dec 21, 2023		Jan 19, 2024
Deadline for Report Upload in Workday <i>Department HR – FOM Education</i>	UBC Payroll Deadline		Nov 23, 2023		Dec 23, 2023		Jan 23, 2024
Payment Processed in Workday	Last business day of each calendar month		Nov 30, 2023		Dec 31, 2023		Jan 31, 2024

TEACHING TRACKING AND PAYMENT - FEBRUARY 9 – MARCH 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Feb 9 – Mar 16			
	Track Validation Feb 9 – Mar 16		
		Financial Authorization March 17 – March 20	
Teaching Delivery Period Feb 9 – Mar 8			Extract TTPS Report March 21
			Workday Upload – March 23 Payment Processed - March 31
			 End
February 9 - March 16, 2023	February 9 – March 16, 2023	March 17 - March 20, 2023	March 21 - March 31, 2023

TEACHING TRACKING AND PAYMENT - MARCH 9 – APRIL 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Mar 9 – Apr 17			
	Track Validation Mar 9 – Apr 17		
Teaching Delivery Period Mar 9 – Apr 8		Financial Authorization Apr 18 – Apr 19	Extract TTPS Report April 20
			Workday Upload – Apr 23 Payment Processed - Apr 31
March 9 - April 17, 2023	March 9 – April 17, 2023	April 18– April 19, 2023	April 19– April 31, 2023

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End


TEACHING TRACKING AND PAYMENT - APRIL 9 – MAY 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities April 9 – May 16			
	Track Validation April 9 – May 16		
Teaching Delivery Period Apr 9 – May 8		Financial Authorization May 17 – May 18	Extract TTPS Report May 19
			Workday Upload – May 23 Payment Processed – May 31
April 9 – May 16, 2023	April 9 – May 16, 2023	May 17 – May 18, 2023	May 19 – May 31, 2023



End

TEACHING TRACKING AND PAYMENT - MAY 9 – JUNE 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities May 9 – June 16			
	Track Validation May 9 – June 16		
		Financial Authorization June 17 – June 20	
Teaching Delivery Period May 9 – Jun 8			Extract TTPS Report June 21
			Workday Upload – Jun 23 Payment Received – Jun 30
			 End
May 9– June 16, 2023	May 9– June 16, 2023	June 17 – June 20, 2023	June 21 – June 30, 2023

TEACHING TRACKING AND PAYMENT - JUNE 9 – JULY 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities June 9 – July 17			
	Track Validation June 9 – July 17		
Teaching Delivery Period June 9 – July 8		Financial Authorization July 18 – July 19	Extract TTPS Report July 20
			Workday Upload – July 23 Payment Received – July 31
June 9 – July 17, 2023	June 9 – July 17, 2023	July 18 – 19, 2023	July 20 – July 31, 2023



End

TEACHING TRACKING AND PAYMENT – JULY 9 – AUGUST 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Jul 9 – Aug 16			
	Track Validation Jul 9 – Aug 16		
Teaching Delivery Period Jul 9 – Aug 8		Financial Authorization Aug 17 – Aug 18	Extract TTPS Report August 21
			Workday Upload – Aug 23 Payment Received – Aug 31
Jul 9 – Aug 16, 2023	Jul 9 – Aug 16, 2023	Aug 17 – Aug 18, 2023	Aug 21 – 31, 2023



End

TEACHING TRACKING AND PAYMENT – AUGUST 9 – SEPTEMBER 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Aug 9 – Sept 18			
	Track Validation Aug 9 – Sept 18		
Teaching Delivery Period Aug 9 – Sept 8		Financial Authorization Sept 19 – Sept 20	Extract TTPS Report September 21
			Workday Upload – Sept 23 Payment Processed – Sept 30
Aug 9 – Sept 18, 2023	Aug 9 – Sept 18, 2023	Sept 19 – Sept 20, 2023	Sept 21 – Sept 30, 2023



End

TEACHING TRACKING AND PAYMENT – SEPTEMBER 9 – OCTOBER 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Sept 9 – Oct 16			
	Track Validation Sept 9 – Oct 16		
Teaching Delivery Period Sept 9 – Oct 8		Financial Authorization Oct 17 – Oct 18	Extract TTPS Report October 19
			Workday Upload – Oct 23 Payment Processed - Oct 31
Sept 9 – Oct 16, 2023	Sept 9 – Oct 16, 2023	Oct 17– Oct 18, 2023	Oct 18 – Oct 31, 2023



End

TEACHING TRACKING AND PAYMENT – OCTOBER 9 – NOVEMBER 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Oct 9 – Nov 16			
	Track Validation Oct 9 – Nov 16		
Teaching Delivery Period Oct 9 – Nov 8		Financial Authorization Nov 17 – Nov 20	Extract TTPS Report Nov 21
			Workday Upload – Nov 23 Payment Processed – Nov 30
Oct 9 – Nov 16, 2023	Oct 9 – Nov 16, 2023	Nov 17 - Nov 20, 2023	Nov 21 – Nov 30, 2023



End

TEACHING TRACKING AND PAYMENT – NOVEMBER 9 – DECEMBER 8, 2023

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Nov 9 – Dec 18			
	Track Validation Nov 9 – Dec 18		
Teaching Delivery Period Nov 9 – Dec 8		Financial Authorization Dec 19 – Dec 20	Extract TTPS Report December 21
			Workday Upload – Dec 23 Payment Received – Dec 31
Nov 9 – Dec 18, 2023	Nov 9 – Dec 18, 2023	Dec 19 – Dec 20, 2023	Dec 21 – Dec 31, 2023



End

TEACHING TRACKING AND PAYMENT – DEC 9 – JAN 8, 2024

Tracking Period	Validation Period	Financial Authorization Period	Payment Processing Period
Track Activities Dec 9 – Jan 16			
	Track Validation Dec 9 – Jan 16		
Teaching Delivery Period Dec 9 – Jan 8		Financial Authorization Jan 17 – Jan 18	Extract TTPS Report Jan 19
			Workday Upload – Jan 23 Payment Received – Jan 31
Dec 9 , 2023– Jan 12, 2024	Dec 9, 2023 – Jan 12, 2024	Jan 17 – 18, 2024	Jan 19 – Jan 31, 2024



End