

Timeline for Payments (Distributor)

Target Audience: Distributors

Updated *February 13, 2020*

DISTRIBUTOR PAYMENTS

TIMELINE

Rotations from the previous month that are eligible for payment should be verified by your associated Verifier by the first or second day of the month (i.e. if the rotation ended in October, the record would appear in the distribution dashboard by November 1st or 2nd). **If you are missing rotations after this time frame, please reach out to your Verifier.**

In order for preceptor payments to be made within the monthly cycle, payments should be distributed and approved based on the following timelines...

For **pre-registered** payment profiles:

- Please distribute by the 7th business day of the month.

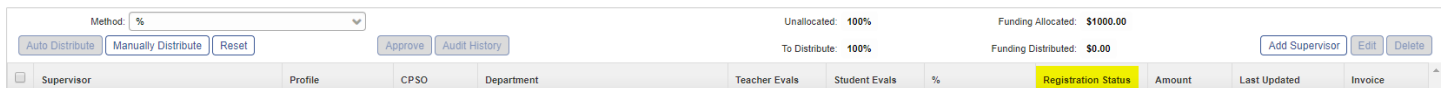
For registered payment profiles:

- Please distributed by the last day of the month.

NOTE: Please be advised that these dates may be subject to change in the case of stat holidays.

How to Check that a Preceptor is Pre-Registered...

You can check a preceptor's registration status when you assign payments in the distribution dashboard. The status will be available when you distribute the funds under the "Registration Status" heading. **If the status is "Verification Required" or "Profile Missing" it means that the preceptor is pre-registered.**



Method: %		Unallocated: 100%		Funding Allocated: \$1000.00						
Auto Distribute	Manually Distribute	Reset	Approve	Audit History						
			To Distribute: 100%	Funding Distributed: \$0.00	Add Supervisor Edit Delete					
Supervisor	Profile	CPSO	Department	Teacher Evals	Student Evals	%	Registration Status	Amount	Last Updated	Invoice

NOTE: Payments will not appear in your dashboard until they have ended and have been verified.

QUESTIONS?

If you have any questions or difficulties with this process, please contact Preceptor Payments at preceptor.payments@mcmaster.ca