



Payroll Services

Academic Year Appointments

Faculty are entitled to 6 monthly payments per semester, with an academic year paid over a 12 month period. Lecturers and Teaching Assistants fall into this group of employees. The Fall pay releases as September through January, and if the employee does not return for the Spring Semester, the remaining amount due is paid as an additional January lump sum payment. Spring Semester appointments are paid in 6 consecutive payments (February through July) and is followed by 1 payment in August which represents the remaining Fall pay, #6 – only if a lump sum payment has not issued for January.

Salary warrants (payments) are issued at the END of each monthly pay period (e.g. June pay issued on July 1). Academic days differ in workdays for 12 month employees and can be found on this website under calendars. Below are the 3 typical appointments which occur each semester.

| PAY PERIODS: | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG |
|---|--|--------|--------|--------|--------|--|-------|-------|-------|-------|-------|---------|
| ACADEMIC YEAR APPOINTMENTS | | | | | | | | | | | | |
| | Fall-1 | Fall-2 | Fall-3 | Fall-4 | Fall-5 | Spr-1 | Spr-2 | Spr-3 | Spr-4 | Spr-5 | Spr-6 | *Fall-6 |
| FALL ONLY APPOINTMENTS | | | | | | | | | | | | |
| Fall pay = | Fall-1 | Fall-2 | Fall-3 | Fall-4 | Fall-5 | Fall-6 issued as Jan lump sum; issued and released with February MASTER pay) | | | | | | |
| SPRING ONLY APPOINTMENTS | | | | | | | | | | | | |
| Spr pay = | | | | | | Spr-1 | Spr-2 | Spr-3 | Spr-4 | Spr-5 | Spr-6 | |
| Notes: | * Pay for this month is adjusted to and represents final amount due for entire year of contract. | | | | | | | | | | | |
| Typical year-end settlements which would affect total payout for semester/year result from late starts, dock in pay, salary changes, or time base changes which occur mid-semester: | | | | | | | | | | | | |
| Formula used to calculate settlement to employee = (6 mos. Pay) X $\frac{\# \text{ days to be paid}}{\# \text{ days in semester}}$ | | | | | | | | | | | | |