

Faculty Payment Plan

Please place your initials next to the appropriate pay plan for your position.

Non-Tenure Track Faculty, Academic Year (UA, UC)												
<p>All non-tenure track faculty members are paid on the last business day of the month via one of the pay plans below. Place your initials next to your preferred payment plan. Please note that only those who are projected to work at or above .500 FTE for the entire academic year may elect the Deferred Payment Plan. Employees are only eligible to adjust their chosen plan during the month of September. All non-tenure track faculty need to report any absent days taken via a leave report. This report will be issued by Human Resources at the end of each term. To be valid, an employee signature and a department chair signature are required on a completed leave report.</p>												
<p>Regular Payment Plan (available to all non-tenure track faculty): This plan entitles non-tenure track faculty to receive pay in three equal payments for each term as outlined below:</p> <ul style="list-style-type: none"> • Fall term: payment will be on the last business day of the month of October, November, and December. • Winter term: payment will be on the last business day of the month of January, February, and March. • Spring term: payment will be on the last business day of the month of April, May, and June. 												
<p>Deferred Payment Plan (must work at or above .500FTE during the entire academic year to be eligible): This plan entitles employees to receive 1/12 of their annual salary over the full 12 month period. If an employee chooses this option, the plan will continue year to year unless otherwise adjusted in September.</p>												
Payment Schedule - First paycheck end of October												
Mo	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept
Pay	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12

Tenure-Track and Visiting Faculty, Academic Year (UA)												
<p>All tenure-track and visiting non-tenure track faculty are paid on the last business day of the month via the selected pay plan below. Place your initials next to your preferred payment plan. Please note that employees are only eligible to adjust their chosen plan during the month of September. All tenure-track faculty need to report any absent days taken via a leave report. This report will be issued by Human Resources at the end of each term. To be valid, an employee signature and a department chair signature are required on a completed leave report.</p>												
<p>Traditional Plan: This plan entitles the employee to receive 1/9 of their annual salary through the months of October to May, with employees receiving only 1/18 of their annual salary for June and September. This is due to the employee's work schedule not requiring a full month of work.</p>												
Payment Schedule- First paycheck end of September												
Mo	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Sept
Pay	1/18	1/9	1/9	1/9	1/9	1/9	1/9	1/9	1/9	1/9	1/9	1/18
<p>Deferred Payment Plan: This plan entitles employees to receive 1/12 of their annual salary over the full 12 month period. If an employee chooses this option, the plan will continue year to year unless otherwise adjusted in September.</p>												
Payment Schedule - First paycheck end of October												
Mo	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept
Pay	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12

(Continued on reverse)

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	Graduate Assistants (XB)
	<p>Graduate assistants will receive pay in three equal payments for the terms that they work. Payment is as follows:</p> <ul style="list-style-type: none"> • Fall term: payment will be on the last business day of the month of October, November, and December. • Winter term: payment will be on the last business day of the month of January, February, and March. • Spring term: payment will be on the last business day of the month of April, May, and June. <p>Employees hired to work during summer will be paid according to the session worked. Payment dates will be included in the summer detail memo.</p>

	Stipend (UV)
	<p>Faculty paid on a stipend should communicate with their hiring department regarding the amount and pay schedule of their stipend. Payment will occur on the last business day of the month. This amount is subject to payroll taxes.</p>

I have read, understood, and (if applicable) elected a payment plan appropriate for my position:

Signature

Date

Printed Name

V#