



# FACULTY/ACADEMIC PROFESSIONALS (APs) PAYMENT OPTIONS—ACADEMIC YEAR APPOINTMENTS

Please return this form to your department and  
copy the HR Employee Service Center at Mail Code 5612

**DEADLINE: APRIL 30**

Change \_\_\_\_\_

First Election \_\_\_\_\_

*(New Hires are eligible the second year  
of employment.)*

### GENERAL

- Only **one option agreement** may be completed for each fiscal year and will continue until changed.
- Pay dates for both Options I and II are on the biweekly payroll schedule.
- Select **Option I** for all grant awards/sponsored programs confirmed or proposed for the upcoming academic year.

### OPTION I: Academic Pay

- Each pay check is equal to 1/20 of the academic year salary.
- Standard deductions will be taken from pay checks during the fall semester.
- Standard and pre-collect deductions will be taken from paychecks beginning in March to pay for benefit coverage during the spring semester and summer months.
- There will be no benefit deductions from summer pay for short-term temporary positions, provided prior deductions were paid (other classifications may have benefits deductions withheld).
- Voluntary contributions such as the credit union, savings bonds and United Way will continue to be deducted during the summer (5/16 through 8/15) for faculty who receive summer pay. 403(b) and 457(b) contributions will be taken providing the full dollar amount of the contribution is available; otherwise, no contribution will be taken.
- Retirement contributions will be taken from summer pay.

### OPTION II: Fiscal Pay

- Each paycheck is equal to 1/26 of the academic year salary.
- Deductions are taken equally from 26 pay checks.

**EXCEPTIONS:** The following faculty and APs are **NOT** eligible for Option II if:

- In first year of employment.
- Receiving base pay from a grant/sponsored program area/organization
- Receiving pay for less than two semesters, or less than 50 percent full-time equivalent (FTE)
- Pay status changes to less than two semesters or whose FTE falls below 50 percent.

**IMPORTANT NOTE:** In the event of separation of employment between 7.1 and 8.15, faculty will be liable for repayment of salary and benefits payments received for the upcoming academic year.

### I AUTHORIZE PAYMENT OF MY ACADEMIC CONTRACT TO BE PAID AS BELOW:

NAME

AFFILIATE I.D. NUMBER

SIGNATURE \_\_\_\_\_ DATE

### CHANGE EFFECTIVE BEGINNING FISCAL YEAR

OPTION 1: Academic Pay

OPTION 2: Fiscal Pay

DEPARTMENT NAME

MAIL CODE

DEPARTMENT CODE