



**Office of Accounting Services
Payroll Division**

Academic and Professional Staff

Academic employees are appointed for the nine-month academic year, which begins the first day of orientation and ends on the day of commencement. If an academic employee begins his or her appointment after the start of the academic year, the total annual salary will be determined using the University academic completion tables (available on Payroll's web page). Academic employees who work the entire academic year receive nine equal checks beginning in September and ending in May—four checks in the first semester and five checks in the second semester. Please note that the January check is made up of half the monthly rate of pay for the first semester and half the monthly rate of pay for the second semester. Therefore, if an employee only works one semester he/she will earn 50% of their annual salary. Academic employees who work either the fall or spring semester *only* will receive all their compensation in four equal checks—September through December or February through May.

Pay day for academic employees is the 21st of each month September through May. If the 21st falls on a weekend or holiday, the pay day is the last working day prior to the weekend or holiday.

Academic withheld employees elect to have their salary paid to them over twelve months instead of nine months. All deductions are collected from the September through May paychecks plus a special deduction is set up that accumulates approximately 25% of the net check each month. During the months of June, July and August, the accumulated deduction is refunded in three equal payments. The pay day for academic withheld employees is the last working day of the month.

The Academic Withheld Election form is available on Payroll's web site.

Fiscal employees are appointed for a twelve-month period and receive equal monthly amounts equivalent to one twelfth of the annual salary. Payment for fiscal employees is based on the number of calendar days in the month. Pay day is the last working day of the month.