

# Academic Affairs Manual (ACD)

## ACD 514: Payment Options—Academic Year Appointments

Effective: 7/1/1996

Revised: 3/1/2021

### Purpose

To advise faculty on academic-year appointments of payroll options

### Sources

Office of the Provost of the University

Human Resources

### Policy

Only one option agreement may be completed by each [faculty member](#) for the academic year. Once this option is set, it will continue until changed (before May 31 for the following academic year).

### Option 1: Payment to Date (August 16 through May 15)

Each paycheck is equal to 1/20 of the academic year salary. All insurance and parking deductions are taken over 20 pay periods. Voluntary deductions, such as credit union, savings bonds, United Way, and tax sheltered annuity deductions, will continue to be made during the summer (May 16 through August 15) for faculty who receive summer pay.

Or

### Option 2: Payment through Fiscal Year (July 1 through June 30)

Each paycheck is equal to 1/26 of the academic year salary. Voluntary deductions are taken over 26 periods.

### Exceptions

Faculty who are ineligible for Option 2 include:

1. faculty receiving pay for fewer than one semester or less than 50 percent full time equivalent (FTE)  
and
2. faculty whose pay status changes to fewer than two semesters or whose FTE fall below 50 percent.

### Procedure

The faculty member completes the [Payment Options for Faculty on Academic Year Appointments](#) form and submits it to Human Resources, which checks for eligibility and processes the form.