General Policy - Payment Options

Policy:

All benefited faculty and professional staff on TIAA retirement plan with contracts less than 12 months shall have the option of having their contracted salary paid on an extended pay schedule or paid concurrent with their contracted period of employment.

Limits and Regulations:

1. Benefited faculty and professional staff on TIAA may select either option at the beginning of a contract. The option may be changed at the beginning of subsequent contract terms.

2. Mid-year faculty hires and professional staff on TIAA will not be eligible to select the extended pay option until their next contract term.

3. All salary contracts will be paid concurrent with the contracted period of employment unless the faculty or staff member notifies Human Resources at the time of contract acceptance that he/she wishes an extended pay schedule.

4. An employment contract for a period of less than 9 months shall be paid on the concurrent pay schedule.

5. In either case, checks will be issued semi-monthly. Pay dates will be determined annually, and a schedule of those dates is available in the Payroll Office.

Concurrent Pay Option:

The gross salary to be paid semi-monthly is the total contracted salary divided by twice the number of months of the contracted period of employment. This semi-monthly gross salary, less applicable deductions, will be paid on the 15th and last working day of each month that the faculty member is actually employed, beginning September 15.

Extended Pay Option:

The gross salary to be paid semi-monthly is the total contracted salary divided by 24. This semi-monthly gross salary, less applicable deductions, will be paid each pay date according to the following extended pay schedule plan.

Extended Pay Schedule:

9 Month Contract Example

July 15
July 31
August 15
August 31
September 15  1st installment  
September 30  2nd installment  
October 15  3rd installment  
October 31  4th installment  
November 15  5th installment  
November 30  6th installment  
December 15  7th installment  
December 31  8th installment  
January 15  9th installment  
January 31  10th installment  
February 15  11th installment  
February 28/29  12th installment  
March 15  13th installment  
March 31  14th installment  
April 15  15th installment  
April 30  16th installment  
May 15  17th installment  
May 31  18th installment  
June 15  19th installment  
June 30  20th installment  
July 15  21st installment  
July 31  22nd installment  
August 15  23rd installment  
August 31  24th installment

When pay dates occur on a weekend or holiday, payments will be issued on the preceding work day.

If the employee retires or resigns before or at the end of their contract term, the contract balance will be paid out in their last regular pay period per the 15-day lag. For example, if an employee resigns effective the end of their contract term, May 15, their last payment would be in the May 31 pay period.

History of This Policy:

First policy draft June 17, 1985.