

TO: Faculty and Academic Staff

FR: Office of Human Resources

RE: **Pay Dates - Fiscal Year 2008-09**

The type of contract issued determines the number of paychecks received in each fiscal (school) year. Payments are divided equally as follows:

- Summer Session – Academic 4-week contract – June 16, 2008 through July 11, 2008
1 check paid 8-1-08
- Summer Session – Academic 4-week contract – July 14, 2008 through August 8, 2008
1 check paid 8-29-08
- Summer Session – Academic 8-week contract – June 16, 2008 through August 8, 2008
2 checks payable 8-1-08 and 8-29-08
- Annual Contract – July 1, 2008 through June 30, 2009
12 equal checks paid the first of each month 8-1-08 through 7-1-09. The first check may be prorated for any start date later than the first of the month.
- Academic Year Contract – September 1, 2008 through May 15, 2009 or September 1, 2008 through June 5, 2009
9 checks paid 10-1-08 through 6-1-09
- Fall Semester (only) Academic Contract – 14 weeks, September 1, 2008 through December 12, 2008
4 checks paid 10-1-08 through 1-2-09**
- Fall Semester Academic Contract – 17 weeks, September 1, 2008 through January 23, 2009
4½ checks paid 10-1-08 through 1-30-09*
- Fall III (only) Academic Contract – Winter Interim, January 5, 2009 through January 23, 2009
1 check paid 1-30-09
- Spring Semester Academic Contract - February 2, 2009 through May 15, 2009 or February 2, 2009 through June 5, 2009
4 checks paid 2-27-09 through 6-1-09
- Spring III (only) Academic Contract – Spring Interim, May 18, 2009 through June 5, 2009
1 check paid 6-1-09

* 4 ½ checks would be paid as follows: Assume contract gross amount is \$5,000. \$5,000 divided by 4½ equals \$1111.11. \$1111.11 would be paid 10-1-08 through 1-2-09. The remaining \$555.56 (1/2 check) would be paid 1-30-09.

Paychecks are issued on the first of the month *unless* the 1st is a weekend or legal holiday** in which case the check will be issued on the last working day PRIOR to the 1st. ** January 1 checks are issued the first working day FOLLOWING the New Year holiday.