Academic Employees

Academic employees are those employees with an academic year (nine month) appointment. The academic year begins with the first day of orientation and ends with date of graduation. Pay for academic employees is based on the number of actual work days in the academic year which excludes, holidays, weekends and days between semesters. 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. Academic employees working for the entire academic year receive nine equal checks beginning in September and ending in May. The result of this method of payment is that the employee receives 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 either work the fall or spring semester only will receive all his/her compensation in four equal checks from September through December or from February through May.

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