

**Section:** Pay Dates

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**Sponsoring Unit/Department:** Employee Service Center

## Pay Dates

### General Rules

- Scheduled pay dates are defined by the payroll calendar adopted by the Finance Office.
- Staff will be paid bi-weekly.
  - ◊ Staff scheduled to work less than twelve continuous months will be paid bi-weekly during their scheduled work term.
- Nine-month Instructional Faculty may elect to receive their salary paid during the academic year on the basis of 20 or 21 equal payments dependent on the number of pay periods in the contract term. Pay periods will begin on the first pay date after instructional accountability begins and ends after the last day of accountability. Alternatively, Instructional Faculty may elect to be paid year-round by selecting the deferred salary option that results in 26 equal payments that begin on the first pay date after instructional accountability begins and ends prior to the start of the next academic year. An initial election of deferred pay or any change in pay selection must be completed by August 1 each year. Flex-year Faculty typically will be paid on the basis of 26 pay dates.