

Pay Basis for Ten-Month Faculty: 21- or 26-Pay

Academic Year 2005-2006

New ten-month faculty hired for the start of the academic year may choose between two methods of payment: either a 21- or 26-pay (CAL) basis. Ten-month faculty hired for the start of the spring semester will be appointed initially as 21-pay, but may choose to change that pay basis in subsequent years (see below).

21-pay basis:

Academic-year salary is paid out over 21 equal biweekly payments. 21-pay faculty go on the payroll effective August 25, 2005. **The first payday for 21-pay faculty is September 21, 2005** (provided all necessary paperwork is submitted by late July). On September 21, 21-pay faculty would receive a full biweekly check.

26-pay (CAL) basis:

This option will be the default if this form is not returned. Academic-year salary is paid out over the entire year from September 1 through August 31. A faculty member on 26-pay basis always goes on the payroll on September 1, no matter where this date falls within a biweekly period. **The first payday for 26-pay faculty is September 21, 2005.** On September 21, 26-pay faculty would receive a check for 7 days of the 14-day biweekly period.

Note: Payday is every other Wednesday, and all New York State employees are on a **2-week lag payroll.**

Please select your pay basis below:

I Select 21-Pay Basis

I Select 26-Pay Basis

Print or Type Name _____

Signature _____ Date _____

To change your pay basis in subsequent years: Please note that a pay basis may only be changed for the start of an academic year. The faculty member must submit a written request to the Office of the Provost **no later than July 15** so that the change can be processed for the start of the academic year. Please call 632-7016 to request the pay-basis change form.