

Payment Plans for Unclassified Employees

Please place your initials next to the appropriate payment plan for your position.

Professional Employee, 10-12 Month Contract (UF, UB, UD, UH)

Professional employees who are hired to work 10, 11, or 12 months per year are paid on the last business day of each month worked. Pay for partially worked months is paid on a pro-rated basis, based upon the number of working days for that month. Professionals on this pay plan must return a completed leave report, issued by Human Resources, on the first day of the following month. If you notice any discrepancies on your leave report, please notify Human Resources right away. For a leave report to be valid, an employee signature and a supervisor signature are **required**.

Professional Employees on a 9-Month Contract (UE)

Professional employees who are hired to work during the academic year (9-months) are paid on the last business day of the month according to the plan that they choose. There are two types of payment plans available for employees that only work the academic year. **Please note that employees are only eligible to adjust their chosen plan during the month of September.** Please place your initials next to the plan you prefer. Professionals on this pay plan must return a completed leave report, issued by Human Resources, on the first day of the following month. If you notice any discrepancies on your leave report, please notify Human Resources right away. For a leave report to be valid, an employee signature and a supervisor signature are **required**.

Traditional Plan: This plan entitles the employee to receive 1/9 of their annual salary through the months of October to May, with employees receiving only 1/18 of their annual salary for June and September. This is due to the employee's work schedule not requiring a full month of work.

Payment Schedule- First paycheck end of September

Mo	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Pay	1/18	1/9	1/9	1/9	1/9	1/9	1/9	1/9	1/9	1/18

Deferred Payment Plan: This plan entitles employees to receive 1/12 of their annual salary over the full 12 month period. If an employee chooses this option, the plan will continue year to year unless otherwise adjusted in September.

Payment Schedule - First paycheck end of October

Mo	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept
Pay	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12	1/12

Hourly Unclassified Professionals (UW)

Hourly, unclassified, professional staff are paid in accordance to the hours reported on their timesheet. Hours are recorded on a mid-month to mid-month basis with payment made on the last business day of the month. Their timesheet begins on the 10th of the month and goes through the 11th of the following month. Payment should reflect those hours worked (i.e. all hours worked from April 10th through May 11th are reflected on the May 31st paycheck). All hours must be recorded on a timesheet issued by your department and returned on the next business day after their timesheet has been completed. For a timesheet to be valid, an employee signature and a supervisor signature are **required**.

Stipend (UV)

Employees paid on a stipend should communicate with their hiring department regarding the amount and pay schedule of their stipend. Payment will occur on the last business day of the month. This amount is subject to payroll taxes.

I have read and understood the payment plan appropriate for my position:

Signature

Date

Printed Name

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