

Faculty Payment Plan – Summer Session 2024

Please put a checkmark on the payment plan that you would like to select.

**1 Time
Payment in
July**

Employees on this payment plan are paid the entirety of their summer session work on the last business day of July. **To be eligible for this payment plan, all summer instructional work must be performed in June or July. This payment plan does not apply to employees that have contract dates in August or September.**

Example: You are set to earn \$6,000 for your summer session work, and your contract dates end in July.

July 2024	August 2024	September 2024
\$6,000	\$0	\$0

**2 Equal
Payments in
July & August**

Employees on this payment plan are paid in 2 equal payments on the last business day of July and the last business day of August for their summer session work. **This payment plan does not apply to employees that have contract dates in September.**

Example: You are set to earn \$6,000 for your summer session work, and your contract dates end in July or in August.

July 2024	August 2024	September 2024
\$3,000	\$3,000	\$0

**3 Equal
Payments in
July, August,
& September**

Employees on this payment plan are paid in three equal payments on the last business day of July, the last business day of August, and the last business day of September for their summer session work.

Example: You are set to earn \$6,000 for your summer session work, and your contract dates end in July, August, or September.

July 2024	August 2024	September 2024
\$2,000	\$2,000	\$2,000

Signature

Date

Printed Name

V#

Please submit this form via the [Human Resources Form Upload](#) as a “Faculty Payment Plan” or via hard-copy to Human Resources. Should you have any questions, please contact payroll@wou.edu or 503.838.8490.