

## Explanation of the Distribution of Pay for Academic Year and Semester Faculty and Teaching Associate Appointments

This explanation of pay is for Faculty and Teaching Associates appointed to Semester or Academic Year type appointments (not 10-month or 12-month classifications). For explanation of Graduate Assistant pay, [see here](#).

September is the first pay period of the Academic Year, and covers the time period from the beginning of the Fall semester in mid-August until the end of September.

The first check of the Academic Year is issued **on or about October 1<sup>st</sup>** and is equal to one monthly installment (1/6<sup>th</sup> of the total salary for the semester).

January is the first pay period of the Spring semester. For appointments that begin in Spring semester, the first check is issued on or about February 1<sup>st</sup>, and is equal to one monthly installment.

### **Pay Scenarios:**

#### **1. Faculty and Teaching Associates (TAs) with an appointment for Fall semester only**

Pay is issued equivalent to 6 monthly installments: 4 equal installments (issued for the September through December pay periods), plus one lump sum settlement equal to 2 monthly installments issued upon separation from employment in January. **Note:** If you receive a subsequent appointment for Spring after your Fall semester appointment, you will no longer be issued your final two fall payments as a lump settlement. Please see pay scenarios 3 and/or 4 for further information.

Pay Period	Time Base by Pay Period	Payday (On or About)	Time Base	Monthly Salary*
September	Fall	October 1	.80	\$4,324
October	Fall	November 1	.80	\$4,324
November	Fall	December 1	.80	\$4,324
December	Fall	January 1	.80	\$4,324
Lump Settlement:	Fall 5th & 6th payment	mid-January		\$8,648
Total Semester Pay:				\$25,944

\*Based on Full Time Salary Rate of \$5,405

#### **2. Faculty and TAs with an appointment for Spring semester only**

Pay is issued in 6 equal monthly installments (January through June pay periods).

Pay Period	Time Base by Pay Period	Payday (On or About)	Time Base	Monthly Salary*
January	Spring	February 1	.80	\$4,324
February	Spring	March 1	.80	\$4,324
March	Spring	April 1	.80	\$4,324
April	Spring	May 1	.80	\$4,324
May	Spring	June 1	.80	\$4,324
June	Spring	July 1	.80	\$4,324
Total Semester Pay:				\$25,944

\*Based on Full Time Salary Rate of \$5,405

**3. Faculty and TAs with an Academic Year appointment at the same time base for both semesters**

Pay is issued in 12 equal monthly installments (September through August pay periods).

Pay Period	Time Base by Pay Period	Payday (On or About)	Time Base	Monthly Salary*
September	Fall	October 1	.80	\$4,324
October	Fall	November 1	.80	\$4,324
November	Fall	December 1	.80	\$4,324
December	Fall	January 1	.80	\$4,324
January	Spring	February 1	.80	\$4,324
February	Spring	March 1	.80	\$4,324
March	Spring	April 1	.80	\$4,324
April	Spring	May 1	.80	\$4,324
May	Spring	June 1	.80	\$4,324
June	Spring	July 1	.80	\$4,324
July	Fall (5th payment)	August 1	.80	\$4,324
August	Fall (6th payment)	September 1	.80	\$4,324
Total Academic Year Pay:				\$51,888

\*Based on Full Time Salary Rate of \$5,405

**4. Faculty and TAs with an Academic Year appointment and a change in time base from Fall to Spring**

**a. Higher time base in Fall, reduced Spring time base:**

Pay Period	Time Base by Pay Period	Payday (On or About)	Time Base	Monthly Salary*
September	Fall	October 1	1.0	\$5,405
October	Fall	November 1	1.0	\$5,405
November	Fall	December 1	1.0	\$5,405
December	Fall	January 1	1.0	\$5,405
January	Spring	February 1	.20	\$1,081
February	Spring	March 1	.20	\$1,081
March	Spring	April 1	.20	\$1,081
April	Spring	May 1	.20	\$1,081
May	Spring	June 1	.20	\$1,081
June	Spring	July 1	.20	\$1,081
July	Fall (5th payment)	August 1	1.0	\$5,405
August	Fall (6th payment)	September 1	1.0	\$5,405
Total Academic Year Pay:				\$33,120

\*Based on Full Time Salary Rate of \$5,405

**b. Lower time base in Fall, increased Spring time base:**

Pay Period	Time Base by Pay Period	Payday (On or About)	Time Base	Monthly Salary
September	Fall	October 1	.20	\$1,081
October	Fall	November 1	.20	\$1,081
November	Fall	December 1	.20	\$1,081
December	Fall	January 1	.20	\$1,081
January	Spring	February 1	1.0	\$5,405
February	Spring	March 1	1.0	\$5,405
March	Spring	April 1	1.0	\$5,405
April	Spring	May 1	1.0	\$5,405
May	Spring	June 1	1.0	\$5,405
June	Spring	July 1	1.0	\$5,405
July	Fall (5th payment)	August 1	.20	\$1,081
August	Fall (6th payment)	September 1	.20	\$1,081
Total Academic Year Pay:				\$33,120

Based on a Full Time Salary Rate of \$5,405

**Important Information:**

If your time base changes from fall to spring (see examples 4a and 4b), The Payroll Office will prepare a Salary Adjustment Statement that will be sent to you in the Spring semester, that details your gross pay amounts for each pay period. *Please carefully review this statement*, especially to note changes to your July and August payments if you had a change in time base.

If you have any voluntary\* contributions deducted from your salary (e.g. TSA, FSA, 401k, 457, 403b, automated payments made through credit union deductions, voluntary disability, or voluntary life insurance), please make sure that the amount of your July and August pay is sufficient to cover these deductions. If not, you will need to make the necessary adjustments with the appropriate agencies.

*\*Voluntary contributions are additional contributions you may have set up, not the regular payroll deductions for health benefits, parking, etc.*

Please contact the Academic Personnel Services office at 707-826-5086 or [aps@humboldt.edu](mailto:aps@humboldt.edu) if you have any questions about the distribution of your salary.