

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 1st** and is equal to one monthly installment (1/6th 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 1st, 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.

Pay Period	Time Base by Pay Period	Payday (On or About)	Time Base	Monthly Salary*
September	Fall	October 1	.80	\$3,360
October	Fall	November 1	.80	\$3,360
November	Fall	December 1	.80	\$3,360
December	Fall	January 1	.80	\$3,360
Lump Settlement:	Fall 5th & 6th payment	mid-January		\$6,720
Total Pay:				\$20,160

*Based on Full Time Salary Rate of \$4200

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	\$3,360
February	Spring	March 1	.80	\$3,360
March	Spring	April 1	.80	\$3,360
April	Spring	May 1	.80	\$3,360
May	Spring	June 1	.80	\$3,360
June	Spring	July 1	.80	\$3,360
Total Pay				\$20,160

*Based on Full Time Salary Rate of \$4200

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	\$3,360
October	Fall	November 1	.80	\$3,360
November	Fall	December 1	.80	\$3,360
December	Fall	January 1	.80	\$3,360
January	Spring	February 1	.80	\$3,360
February	Spring	March 1	.80	\$3,360
March	Spring	April 1	.80	\$3,360
April	Spring	May 1	.80	\$3,360
May	Spring	June 1	.80	\$3,360
June	Spring	July 1	.80	\$3,360
July	Fall (5th payment)	August 1	.80	\$3,360
August	Fall (6th payment)	September 1	.80	\$3,360
Total Pay				\$40,320

*Based on Full Time Salary Rate of \$4200

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	\$4,200
October	Fall	November 1	1.0	\$4,200
November	Fall	December 1	1.0	\$4,200
December	Fall	January 1	1.0	\$4,200
January	Spring	February 1	.20	\$840
February	Spring	March 1	.20	\$840
March	Spring	April 1	.20	\$840
April	Spring	May 1	.20	\$840
May	Spring	June 1	.20	\$840
June	Spring	July 1	.20	\$840
July	Fall (5th payment)	August 1	1.0	\$4,200
August	Fall (6th payment)	September 1	1.0	\$4,200
Total Pay				\$30,240

*Based on Full Time Salary Rate of \$4200

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	\$840
October	Fall	November 1	.20	\$840
November	Fall	December 1	.20	\$840
December	Fall	January 1	.20	\$840
January	Spring	February 1	1.0	\$4,200
February	Spring	March 1	1.0	\$4,200
March	Spring	April 1	1.0	\$4,200
April	Spring	May 1	1.0	\$4,200
May	Spring	June 1	1.0	\$4,200
June	Spring	July 1	1.0	\$4,200
July	Fall (5th payment)	August 1	.20	\$840
August	Fall (6th payment)	September 1	.20	\$840
Total Pay				\$30,240

Based on a Full Time Salary Rate of \$4200

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 academicpersonnel@humboldt.edu if you have any questions about the distribution of your salary.