

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

Pay warrants are issued at the end of each pay period. See the [HSU Green and Gold Calendar](#) for a list of pay periods and pay dates.

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.

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 January 31<sup>st</sup>.

### Faculty and Teaching Associates (TA's) with an appointment for Fall semester only:

Pay is issued equivalent to 6 monthly installments: 4 equal installments (September through December pay periods) plus one lump sum "settlement" upon separation from employment in January equal to 2 monthly installments.

### Faculty and TA's with an appointment for Spring semester only:

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

### Faculty and TA's 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).

### Faculty and TA's with an academic year appointment and a change in time base from Fall to Spring semester:

Effective 2009/10, HSU received permission from the State to return to our former method of distributing pay; i.e. Fall pay is issued in 4 equal installments (September through December pay periods) and the remaining 2 payments for Fall are issued in July and August – in equal installments. (Note that this is a change from the past two academic years - a change for the better!)

★ **Example A – Spring timebase smaller than Fall timebase:** Below is an example of the pay distribution for a lecturer appointed at a .80 timebase in Fall, decreased to a .13 time base in Spring. The full-time (1.0 timebase) monthly salary rate is \$3,000. The total pay for the academic year is \$16,740. Pay is distributed as follows:

Pay Period	Time Base by pay period	Time base	Monthly Salary	Notes
September	Fall	.80	\$ 2,400	= .80 x \$ 3,000
October	Fall	.80	\$ 2,400	
November	Fall	.80	\$ 2,400	
December	Fall	.80	\$ 2,400	
January	Spring	.13	\$ 390	= .13 x \$ 3,000
February	Spring	.13	\$ 390	
March	Spring	.13	\$ 390	
April	Spring	.13	\$ 390	
May	Spring	.13	\$ 390	
June	Spring	.13	\$ 390	
July	Fall (5 <sup>th</sup> payment)	.80	\$ 2,400	
August	Fall (6 <sup>th</sup> payment)	.80	\$ 2,400	
<b>TOTAL PAY</b>			<b>\$ 16,740</b>	

★ **Example B – Spring timebase larger than Fall timebase:** Below is an example of the pay distribution for a lecturer appointed at a .80 time base in Fall, increased to a 1.0 time base in Spring. The full-time (1.0 timebase) monthly salary rate is \$3,000. The total pay for the academic year is \$32,400.

Pay Period	Time Base by pay period	Time base	Monthly Salary	Notes
September	Fall	.80	\$ 2,400	= .80 x \$ 3,000
October	Fall	.80	\$ 2,400	
November	Fall	.80	\$ 2,400	
December	Fall	.80	\$ 2,400	
January	Spring	1.0	\$ 3,000	= 1.0 x \$ 3,000
February	Spring	1.0	\$ 3,000	
March	Spring	1.0	\$ 3,000	
April	Spring	1.0	\$ 3,000	
May	Spring	1.0	\$ 3,000	
June	Spring	1.0	\$ 3,000	
July	Fall (5 <sup>th</sup> payment)	.80	\$ 2,400	
August	Fall (6 <sup>th</sup> payment)	.80	\$ 2,400	
<b>TOTAL PAY</b>			<b>\$ 32,400</b>	

In both of the above examples, 6 payments are issued for each semester for a total of 12 payments for the year. For Fall semester, the payments are distributed September through December with the last 2 payments in July and August. For Spring semester, payments are distributed January through June.

The Payroll Office will prepare a Salary Adjustment Statement in spring semester, detailing your gross pay amounts for each pay period. Please carefully review this statement, especially for changes to your July and August payments.

**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.**

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

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