

**Frequently Asked Questions
Alignment of Salaries to the Fiscal Year
Beginning July, 2022**

Q1: I am a staff member who is in a 12-month, regular position. How will the alignment of salaries to the fiscal year (July through June) affect me?

A: Whether you are paid on a monthly or a bi-weekly basis, the only thing that will change will be the timing of any salary adjustments you may receive. Rather than receiving these adjustments in September, you will now receive them in July.

Q2: I am a bi-weekly-paid staff member who is in a position that is less than 12 months. How will the alignment of salaries to the fiscal year (July through June) affect me?

A: Because bi-weekly-paid staff members receive their pay based on the number of hours that they work during a two-week period, the only change for you will be that you will receive any salary adjustment from our annual salary review process earlier if your position is included in that process. Your increased rate of pay will go into effect in July instead of September.

Q3: I am a monthly-paid staff member who is in a position that is less than 12 months. How will the alignment of salaries to the fiscal year (July through June) affect me?

A: If you are in a 9-, 10-, or 11-month appointment period and you currently receive your salary over 12 months (September through August), because you will have completed your work obligations for the 2021-2022 academic year, the University will pay out the remaining earned compensation in June. This means the salary payments that you would have received in July and August will be paid in June during this transition year. Your new salary for the 2022-2023 academic year will begin to be paid on a 12-month remuneration schedule beginning July 1.

Q4: I am a monthly-paid, full-time faculty member (tenured/tenure-track, multi-year visiting) in a 9-month position. How will the alignment of salaries to the fiscal year (July through June) affect me?

A: If you currently receive your salary over 12-months (September through August), and because you will have completed your work obligations for the 2021-2022 academic year, the University will pay out the remaining earned compensation in June. This means the salary payments that you would have received in July and August to complete the salary owed to you for the 2021-2022 academic year will be paid in June during this transition year. Your new salary for the 2022-2023 academic year will begin to be paid on a new 12-month remuneration schedule of July 2022 through June 2023.

Q5: If I fall into the faculty or staff category covered under Q3 or Q4, will my current appointment period change?

A: No. Appointment periods will continue to follow the academic calendar. It's only the remuneration schedule (how your salary is actually paid to you) that will change.

Q6: If I am a new tenure-track faculty member or a new multi-year visiting assistant professor starting in the fall of 2022, will the alignment of salaries to the fiscal year (July through June) affect me?

A: Yes. New full-time faculty members will be put into a 12 month remuneration cycle and receive their first paycheck when they start in August. In June, 2023 the University will pay out the remaining earned compensation which will be equal to two months. Beginning in July, 2023 your remuneration cycle will coincide with the regular salary review process.

Q7: If I am either a new or a returning part-time faculty member (not including applied music), will the alignment of salaries to the fiscal year (July through June) affect me?

A: Yes. New part-time and returning part-time faculty members will begin to receive their salary payments in August instead of September for the fall semester (5 payments), and salary payments for the spring will remain January through May (5 payments).

Q8: If I fall into the faculty or staff category covered under Q3 or Q4, will the payout of my 2021-2022 salary PLUS the 2022-2023 salary starting on July 1, 2022 impact my 2022 W-2?

A: Yes. The transition to align salaries with the fiscal year causes an overlap of two months (July and August). Therefore, your W-2 will include the additional two months of salary and related tax withholdings

Q9: Will this cause a higher than normal tax implication to my June payroll check since it will be 3 times greater?

A: No. The University will be processing three separate payroll cycles during the month of June – one for the pay you normally would receive for the month of June, and then two additional separate payrolls for the pay that you would have received in July and August. This is being done to ensure that your taxes will be calculated on your regular salary amount.

Q10: Can you tell me more about the timing of the three payrolls (deposits)?

A: Yes, you will receive your regular June payroll on June 24. The July payment will be paid on June 27 and the August payment will be paid on June 28.

Q11: If the University is running three separate payrolls, will I be charged three times for my benefit elections?

A: No, you will only be charged for your insurance benefit elections on ONE of the payrolls in June. However, the other two payrolls that are processed in June will include any retirement deferrals that you have elected. Also, the University's 7% retirement contribution will be applied to all three paychecks since it is based on earned salary.

Q12: Will this happen every year?

A: No, the impacts of the alignment will only happen this first year.

If you have other questions, please contact the Payroll department at Ext. 1932 or the Human Resources department at Ext. 1435.

