An announcement was sent to all department heads, chairs, deans, and vice presidents earlier today regarding the 2013 summer budget and payment schedule. Below is an excerpt from this announcement detailing the payment schedule for summer assignments. **If you are teaching or working during the summer, please read carefully as this is directly related to your summer payment schedule.**

A complete copy of the ‘Summer 2013’ announcement is available on the Human Resources website. Feel free to contact Human Resources at ext. 2304 with questions.

**SUMMER 2013 PAYMENT SCHEDULE**

Faculty with summer teaching appointments will notice a significant difference in how summer payments are made compared to payments made during the academic calendar. Because the summer parts of term are broken down between maymester (MAY), summer I (SS1), and summer II (SS2), payment is separated by each of these earnings types. **There is no earnings code for a full summer term for faculty teaching appointments.**

To ensure proper payment, **whole-month dates are used when setting up semester-based assignments**, including summer sessions. The total payment for each earnings type (MAY, SS1, or SS2) is divided by the number of months the assignment crosses; resulting in evenly distributed monthly payments.

*Example:* A $2,500 summer I appointment has a begin date of 06/01/2013, an end date of 07/31/2013, and pays 2 equal gross payments of $1,250.
**Example**

<table>
<thead>
<tr>
<th></th>
<th>Begin Date</th>
<th>End Date</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maymester</td>
<td>5/1/2013</td>
<td>5/31/2013</td>
<td>Full (single) check on 6/1.</td>
</tr>
<tr>
<td>Summer I</td>
<td>6/1/2013</td>
<td>7/31/2013</td>
<td>Two equal checks 7/1 &amp; 8/1.</td>
</tr>
<tr>
<td>Summer II</td>
<td>7/1/2013</td>
<td>8/31/2013</td>
<td>Two equal checks 8/1 &amp; 9/1.</td>
</tr>
<tr>
<td>Full Summer*</td>
<td>6/1/2013</td>
<td>8/31/2013</td>
<td>Three equal checks 7/1, 8/1, &amp; 9/1.</td>
</tr>
</tbody>
</table>

*Only used for graduate assistant, faculty research, or administrative faculty appointments spanning the full summer term.

NOTE: the second payment for Summer I will overlap the first payment for Summer II on the 8/1 check.

**SUMMER FACULTY RESEARCH:** Faculty being paid to conduct research for the full summer term will receive 3 equal payments. Appointments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments).

*Summer faculty research is defined as summer assignments that are fully or partially funded through ORSP.*

**SUMMER FACULTY ADMINISTRATION:** Faculty being paid to perform non-teaching, non-research administrative duties for the full summer term will receive 3 equal payments. Appointments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments).

*Summer faculty administration is defined as summer assignments for 9-month faculty performing non-teaching, non-research administrative duties in support of the department/college.*

**ADJUNCT FACULTY:** Adjunct faculty appointments in the summer are setup the same as 9-month faculty summer appointments; tied to each part of term (MAY, SS1, SS2). Appointments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments). If the adjunct is teaching during both summer I and summer II, the payments will overlap.

**GRADUATE ASSISTANTS:** Graduate assistant assignments that are setup for the full summer term will receive 3 equal payments. Assignments using partial-semester dates will receive pro-rated payments based upon the dates worked within each month. Assignments for a single part of term (summer I or summer II) will receive payment on the schedule detailed above (2 evenly distributed payments). Also, in the rare cases when a graduate assistant has a summer I assignment for one department and a summer II assignment for another department, the payments will overlap.