Request to Change Pay Basis for Ten-Month Faculty
Academic Year 2017-2018

Ten-month faculty may choose between two methods of payment, either a 21-pay or 26-pay (CAL) basis. Payday is every other Wednesday, and all New York State employees are on a 2-week lag payroll. A pay basis can be changed only at the start of an academic year. Your Departmental approval is required prior to submittal of this form. If you wish to request a change, complete the shaded box below. This completed form must be received by Janine Pearce in the Provost’s Office no later than July 10, 2017.

Please select your pay basis below:

☐ I Select 21-Pay Basis
☐ I Select 26-Pay Basis

Print Name ____________________________
Signature ____________________________ Date ________________

FOR YOUR INFORMATION:

21-pay basis:
Academic-year salary is paid out over 21 equal biweekly payments. 21-pay faculty goes on the payroll effective August 24, 2017. The first payday for 21-pay faculty is September 20, 2017 (provided all necessary paperwork is submitted by late July). On September 20, 21-pay faculty would receive a full biweekly check. The last check for 21-pay faculty is June 27, 2018.

26-pay (CAL) basis:
Academic-year salary is paid out over the entire year from September 1 through August 31. A faculty member on 26-pay basis always goes on the payroll on September 1, no matter where this date falls within a biweekly period. The first payday for 26-pay faculty is September 20, 2017. On September 20, 26-pay faculty would receive a check for 6 days (9/1-9/6) of the 14-day biweekly period.

Special Note 1: When on 26-pay (CAL) basis, the Spring Semester begins on March 2. If you take a leave without pay for a fall semester, this means you will not return to the payroll until March 2 when you return in the spring. Your academic obligation, however, will begin with the start of classes.

Special Note 2: When requesting a pay basis change from 21-pay to 26-pay you will be placed on a leave without pay from August 24 through August 31. You will return from leave on the 26-pay effective date of September 1. If you choose this option and have a Flex Spending Account (FSA) you must contact immediately: FSA Hotline 1-800-358-7202, Email: fsa@goer.ny.gov, to address this leave and prevent any problems with your Flex Spending Account (http://www.flexspend.ny.gov/).