

CURRENT 21 Pay Basis Ten-Month Faculty only
Request to Change Pay Basis to 26-pay
Academic Year 2019-2020

Current 21-pay basis ten-month faculty may request to change to 26-pay (CAL) pay basis. Payday is every other Wednesday, and all New York State employees are on a **2-week lag payroll**. 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 to 26-pay (CAL) basis, complete the shaded box below. This completed form must **be received** by Janine Pearce in the Provost's Office **no later than July 10, 2019**.

Please select 26 pay basis below:

Department
Approval _____

☐ I Select 26-Pay Basis

Print Name _____

Signature _____ Date _____

FOR YOUR INFORMATION:

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 18, 2019**. On September 18, 26-pay faculty would receive a check for 4 days (9/1-9/4) of the 14-day biweekly period. On October 2, the first full check for a complete pay period (9/5 – 9/18) would be paid.

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 22 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/>).