CURRENT Full-Time 21 Pay Basis Ten-Month Faculty only
Request to Change Pay Basis to 26-pay
Academic Year 2021-2022

Current full-time 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, 2021.

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 15, 2021. On September 15, 26-pay faculty would receive a check for 1 day (9/1) of the 14-day biweekly period. On September 29, the first full check for a complete pay period (9/2 – 9/15) 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 19 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/).