


May 19, 2015

To: Academic Employees with (9/12 month) Academic-Year Appointments

From: Ameae M. Walker 
Vice Provost for Academic Personnel

Re: **Service Periods vs. Pay Periods**

This communication is about the relationship between service periods and pay periods for academic employees with academic-year appointments (9/12 month). The service periods for fall, winter and spring quarters are published in the [University Academic Calendar](#). Each quarter's service is recognized in 4 monthly paychecks. The months in which these checks are received **do not** correspond to the service periods.

The pay periods for academic-year appointees paid on a 12-month basis are as follows:

(A) PAY AND SERVICE PERIODS FOR ACADEMIC YEAR (9-MONTH) FACULTY TEACHING THE ENTIRE 2015-16 ACADEMIC YEAR (Note: Monthly salary equals 1/12th of annual)

Service Period*	Pay Period	Paychecks received on or about
<i>Fall Quarter</i>	July	August 1
	August	September 1
	September	October 1
	October	November 1
<i>Winter Quarter</i>	November	December 1
	December	January 1
	January	February 1
	February	March 1
<i>Spring Quarter</i>	March	April 1
	April	May 1
	May	June 1
	June	July 1

*Refer to the University Academic Calendar for actual dates: <https://provost.ucr.edu/docs/UCR%202011-2016%20Academic%20Calendar.pdf>.

Your academic year appointment (9/12) provides that your pay for nine months of service is distributed over twelve months. In effect, you are paid to some extent in advance for your service to the campus during the Fall, Winter and Spring Quarters. **This discrepancy between service period and pay period can lead to problems when an employee paid on an academic-year basis (9/12) resigns mid quarter, at the end of the quarter or goes on a leave without pay for part of the academic-year.** Pay must correspond to the portion of the quarter or the portion of the year that is actually worked.

For example, a faculty member who resigns effective the end of the fall quarter would be entitled to paychecks on August 1, September 1, October 1 and November 1, but not December 1 or thereafter. **In the event that the December 1 or later check is received or benefits are used during a non-covered period, funds must be reimbursed to the University.** Faculty leaving during the course of a quarter are paid an amount that is prorated through the portion (the number of days) of the quarter worked. Employees should contact the UCR Benefits Office, as early as possible, to determine what effect leave or resignation will have on their health and welfare and retirement benefits.

The following examples are provided for your reference.

Example 1

Professor Carillon has an academic year (AY) appointment and 25 years of service in the UC system. For personal reasons she decides to retire on December 31 and she wants to take an annual annuity retirement option, not a lump sum. She was paid for her Fall Quarter service with her paychecks for July (received on or about August 1st), August (received on or about September 1st), September (received on or about October 1st) and October (received on or about November 1st). She provided service to the University in Fall Quarter (October, November and December). As a result of her decision to retire mid-year:

1. If she gave her Department notice prior to the November payroll deadline date, she did not receive paychecks for November or December (payable on or after December 1st and January 1st, respectively.)
2. If for any reason she received paychecks for November and/or December, she is required to refund the overpayment.
3. If she decided that she wants to continue her insurance coverage between the time her salary coverage ends and her retirement coverage began, she has to contact the UCR Benefits Office and/or Retirement Administration Service Center (RASC) to arrange to make premium payments for that period.
4. Her retirement annuity begins effective January 1 and she will receive her first annuity payment on or about February 1.

Example 2

Assistant Professor Highlander has an Academic Year (AY) appointment at UCR beginning July 1. Over the December holiday break she decides to accept an offer from her Ph.D. advisor to join her private venture in Brazil. She started her new job on February 1. She informed her Department Chair and MSO immediately upon the reopening of the campus in January and agreed to continue teaching her scheduled course until mid-January or until a replacement instructor could be found.

Professor Highlander received paychecks for the November *pay period* (received on or about December 1) and December *pay period* (received on or about January 1). These were pre-payments for part of the Winter Quarter *service period*, and she will be required to refund the University for that over-payment. The refund will be adjusted for the number of days of Winter Quarter service. The adjustment will be calculated using the daily rate formulas found in APM 600, Appendix 2. If she worked through January 15 she will be required to repay approximately 1.5 months' salary.

Example 3

Professor Grizzly has an Academic Year (AY) appointment at UCR beginning July 1. He accepted a position as Dean of Humanities at the University of Southern Maine effective July 1 of the following fiscal year and notified his Department Chair and FAO that he is resigning. Professor Grizzly completed his service to the University through the end of Spring Quarter and received his full paycheck for June on or about July 1. He is not required to make any repayments because he completed a full year of academic service. If he had an outstanding Mortgage Origination Program (MOP) loan, he would contact Office of the President to make arrangements regarding his balance. He also was eligible to continue his benefits under the COBRA program, and would have contacted the Benefits Office to make those arrangements.

Policy References:

[APM 600-20](#)

[APM 600-21](#)

[APM 600, Appendix 2](#)

[APM 600, Appendix 6](#)