OFFICE OF THE EXECUTIVE VICE CHANCELLOR AND PROVOST
RIVERSIDE, CALIFORNIA 92521

February 5, 2009

To: Academic Employees with Academic-Year Appointments

From: Elizabeth Lord
Vice Provost Academic Personnel

Re: Service Periods vs. Pay Periods

This communication is about the relationship between the service period and pay period for academic employees with academic-year appointments (9/12 month pay basis). The service periods for fall, winter and spring quarters are published in the University 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:

Service Period	Pay Period	Paychecks received on or about
Fall Quarter	July	August 1
10/01 - 12/31	August	September 1
	September	October 1
	October	November 1
Winter Quarter	November	December 1
01/01 - 03/31	December	January 1
	January	February 1
	February	March 1
Spring Quarter	March	April 1
04/01 - 06/30	April	May 1
	May	June 1
	June	July 1

This discrepancy between service period and pay period can lead to problems when an employee paid on an academic-year basis (9/12) resigns in 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. So 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. 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 which they have worked. Employees should contact the Benefits Office, as early as possible, to determine what effect the leave or resignation will have on their health and welfare and retirement benefits.