

To: Deans, Faculty and AP Dean’s Staff

From: Dan Jeske, Vice Provost for Academic Personnel



Revision Date: November 28, 2023

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

This communication is a reminder 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:

**PAY AND SERVICE PERIODS FOR ACADEMIC YEAR (9-MONTH) FACULTY TEACHING THE ENTIRE 2023-24**  
**ACADEMIC YEAR** (Note: Monthly salary equals 1/12 of annual)

Service Period	For work during this period 2023-2024*	You received a paycheck on or about	For Pay Period
<i>Fall Quarter</i>	September 25, 2023 through December 15, 2023	August 1 September 1 October 1 November 1	July August September October
<i>Winter Quarter</i>	January 3, 2024 through March 22, 2024	December 1 January 1 February 1 March 1	November December January February
<i>Spring Quarter</i>	March 27, 2024 through June 14, 2024	April 1 May 1 June 1 July 1	March April May June

\*Refer to the Academic and Administrative Calendars for 2022-2027 dates:

<https://provost.ucr.edu/document/5-year-calendar-2022-2027>

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 complications 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 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 at [benefits@ucr.edu](mailto:benefits@ucr.edu), as early as possible, to determine what effect leave, resignation, or retiring mid-year will have on their health and welfare and retirement benefits. For example, there may be a need for COBRA extended coverage to continue in a health plan (health coverage required by California law).

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 entire 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 November or December paychecks (payable on or after December 1<sup>st</sup> and January 1<sup>st</sup>, respectively), which are for service in the winter quarter (see chart above).
2. If for any reason she received November and/or December paychecks, she is required to refund the overpayment.
3. Earliest possible retirement annuity date begins effective November 1, and she will receive her first annuity payment on or about December 1.
4. The health insurance premiums collected from her October paycheck (November 1<sup>st</sup> paycheck) will cover employee benefits through the end of November and beginning December 1 will switch to the retirement sponsored plan.
5. College or school departmental staff please refer to the UCPATH Job titled "[Emeriti Processing Following Retirement](#)" for faculty retiring mid-year for the appropriate effective dates to use in UCPATH for retiring and for their Emerita/us appointment. This will ensure continuity to their current employee benefits coverage and systems access.

#### 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 starts 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 November (received on or about December 1) and December (received on or about January 1) paychecks. These were **pre-payments** for part of the Winter Quarter *service period*, and she will be required to refund the University for the 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 Accomplished 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 Accomplished 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.

**UCPath Effective Dates and Job Aids for Faculty Retiring:**

Faculty should only retire at the end of a quarter pay period to avoid an under or overpayment.

Quarter dates for UC\_RETIREMENT template are as follows:

Quarter	Effective Date	Last Day Worked
Fall quarter	November 1	October 31
Winter quarter	March 1	February 28/29
Spring quarter**	July 1	June 30

\*\*For faculty who retire at the end of the spring quarter and qualify for the Inactive COLA, dates may vary by year. For detailed assistance in entering retirement actions for employees who qualify for the Inactive COLA, refer to the Job Aid: Retirement Transaction Process for July 1 Retirement Date.

**Links to UCPath Job Aids:**

- [Job Aid: Retirement Transaction Process for July 1 Retirement – COLA](#)
- [Job Aid: Emeriti Processing Following Retirement](#)

**Policy References:**

- [APM 600-20](#)
- [APM 600-21](#)
- [APM 600, Appendix 2](#)
- [APM 600, Appendix 6](#)