**MEMORANDUM**

**TO: Faculty Members and Academic Professionals**

**FROM: Office of the Executive Vice President and University Provost**

**DATE: June 27, 2016**

**RE: Academic Year 2017-2018 Pay Schedule Adjustment**

All ASU employees are paid on the same bi-weekly pay period schedule which does not align with the academic year appointment contract dates of August 16th through May 15th. Based on the current pay calendar, the start date for academic-year contracts, August 16, 2017, would fall c0mpletely outside the current pay period schedule’s first academic pay period (07/31/2017 – 8/13/2017).

In order to better align the academic contract dates with the pay and benefits periods, **Academic Year 2017-2018 will be adjusted to begin on August 14, 2017,** with the first pay date Friday, September 1, 2017.

T**he total amount of your** **salary will be unaffected by this change**; only the dates on which your salary will be distributed during AY 2017-2018 will change. As a result of this change, if your base academic year salary is paid over 9 months (ACD), there will be a span of seven summer pay periods (rather than six pay periods) between the final installment of your AY 2016-2017 salary and the first installment of your AY 2017-2018 salary; again, the first pay distribution for AY 2017 will be Friday, September 1, 2017.

After AY 2017-2018, the number of pay periods between the academic years will revert to six summer pay periods**.** Please see the attached pay schedule for important dates.

* Faculty and Academic Professionals on nine month appointments who **work all summer can elect to have their summer salary paid over 6 or 7 summer pay periods.** Your total summer salary will remain the same, but your bi-weekly rate will be lower if you elect to be paid over 7 pay periods.
* Faculty and Academic Professionals who typically work a portion of the summer will be **paid over the number of pay periods that align with the summer dates worked.** Your total summer salary would remain the same, but the number of paid vs. unpaid summer pay periods may vary.

By providing advance notice of this change, it is hoped that you can make personal budget adjustments that will accommodate this shift, but it is understandable that some people might find it difficult to adjust to this realignment. If you find the span of seven pay periods between academic years over **Summer 2017** to be a concern, you can **voluntarily** select the A12 pay option.

**Nine month pay over 12 month option:**

The A12 pay option pays your 9 month academic salary over 26 installments, 7/1/2017 – 6/30/2018. The biweekly amount of each paycheck would be lower, but the total compensation would remain the same. With this option, your first paycheck for AY would be July 21, 2017.

According to ACD 514, Faculty or Academic Professionals who would be ineligible for this option include:

* 1. Faculty receiving pay for fewer than two semesters or less than 50 percent full time equivalent (FTE); and
  2. Faculty whose pay status changes to fewer than two semesters or whose FTE fall below 50 percent.

To elect the A12 Pay Option, please fill out and return the form to your department by **April 30th, 2017**. <http://www.asu.edu/hr/forms/payopt.pdf>

For more information email link to FAQs