

PAY BASIS FOR TEN-MONTH FACULTY

Spring Semester Hire 2025

New Ten-Month faculty hired mid-year effective Spring semester will be placed on a 21-pay basis method (Spring 10.5 & Fall 10.5 pay periods). Your salary for the Spring Semester will cover 10.5 pay periods: January 9, 2025 through June 4, 2025. New York State has a two-week payroll lag; therefore, **the first payday for the Spring Semester is January 29, 2025** (provided all necessary new hire paperwork is completed and submitted to Human Resource Services by the required deadlines. Failure to meet these deadlines will delay receipt of the first paycheck). On January 29, 2025, Spring Semester hires will receive a check for 7 days of the 14-day biweekly pay period (1/9 - 1/15). The balance of 10 Spring Semester checks will be for the full biweekly rate (academic year salary divided by 21). The **last check** for the Spring Semester is **June 18, 2025**.

Effective Academic Year 2025-2026, you will be changed to the 26-pay (CAL) pay basis. Academic year salary for 26-pay (CAL) pay basis 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. New York State has a two-week payroll lag; therefore, **the first payday for 26-pay faculty is September 24, 2025**. On September 24, 26-pay faculty will receive a check for 10 days of the 14-day biweekly period (9/1 - 9/10). On October 8, the first full check for a complete pay period (9/11 – 9/24) would be paid.

Note 1: Payday is every other Wednesday, and all New York State employees are on a 2-week lag payroll. This means that you are paid for a two week pay period (beginning on a Thursday through the second Wednesday) two weeks after the conclusion of that pay period.

Note 2: For 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.