BUTLER
UNIVERSITY

HUMAN RESOURCES

Full-Time Pay Schedule

Employee Name: _____

First   M.I.   Last

Butler Employee ID #: _____

Once elected, all pay schedules remain in effect for the entire academic year thru August 31. Deadline to elect pay schedule or request a pay schedule change is September 15 of the current academic year. Please contact askHR@butler.edu if you have any questions regarding your selection.

I hereby authorize Butler University to distribute my academic year pay per the following elections:

Exempt Staff	Faculty*
o 9 month employee pay schedule (September – May)	o 9 month pay schedule (September – May)
o 12 month pay schedule (optional for 9 month exempt employees)	o 12 month pay schedule (September – August)

o I elect to be paid bi-weekly	o I elect to be paid bi-weekly
o I elect to be paid monthly (last working day of the month)	o I elect to be paid monthly (last working day of the month)

Note: *Faculty* with one year non-renewable contracts may <u>only</u> elect a 9 month pay schedule. *Faculty* with 12 month contracts may only elect a 12 month pay schedule.

Any employee on a 10 month renewable contract or 10 month work schedule may elect to be paid over 9 months or 12 months only.

Any benefit election deductions must reflect the same pay schedule.

Signature: _____ **Date**_____

01/2020