Calendar 2013 MONTHLY PAYROLL SCHEDULE Professional, Exempt, Faculty, Burris & Academy

01 January 31, 2013 January 22, 2013 February 21, 2013 02 February 28, 2013 03 March 29, 2013 March 21, 2013 04 April 30, 2013 April 22, 2013 May 31, 2013 May 21, 2013 05 06 June 28, 2013 June 21, 2013 July 31, 2013 July 22, 2013 07 August 30, 2013 August 21, 2013 80 09 September 30, 2013 September 23, 2013 10 October 31, 2013 October 21, 2013

Pay Schedule Guidelines:

November 27, 2013

December 31, 2013

Pay Date

Pay ID

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- 1. If a schedule date falls on a day in which the University is closed, then pay day shall be the last University workday prior to the scheduled pay date.
- 2. Professional and Exempt employees that work all 12 months are paid the last work day of each month.
- 3. Faculty and 10 Month or Academic Year Professionals includes BSU Faculty, Burris and Academy (including Academy Counselors);
 - a. The Academic Year is paid in 10 equal payments, beginning the last university work day in August through the last university work day in May.
 - b. Summer Payments
 - i. First Summer Session is paid June 28.
 - ii. Second Summer Session is paid July 31.
 - iii. Summer Semester is split into two payments, June 28 and July 31.
 - iv. Voluntary payroll deductions will be scheduled for the academic year.
- 4. 12-Month Pay Option payments are repaid in two equal installments and are included with pay checks paid on June 28 and July 31, without interest and with no impact on taxable wages. Child Support will be collected from these payments.

Kronos Due by NOON on:

November 21, 2013

December 23, 2013