Calendar 2012 MONTHLY PAYROLL SCHEDULE Professional, Exempt, Faculty, Burris & Academy

Pay ID Pay Date Kronos Due by NOON on:

0.4	1 04 0040	1 00 0040
01	January 31, 2012	January 23, 2012
02	February 29, 2012	February 21, 2012
03	March 30, 2012	March 21, 2012
04	April 30, 2012	April 23, 2012
05	May 31, 2012	May 21, 2012
06	June 29, 2012	June 21, 2012
07	July 31, 2012	July 23, 2012
80	August 31, 2012	August 21, 2012
09	September 28, 2012	September 21, 2012
10	October 31, 2012	October 22, 2012
11	November 30, 2012	November 21, 2012
12	December 31, 2012	December 21, 2012

Pay Schedule Guidelines:

- 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 29.
 - ii. Second Summer Session is paid July 31.
 - iii. Summer Semester is split into two payments, June 29 and July 31.
 - iv. Voluntary payroll deductions will be scheduled for the academic year only, with VSP (voluntary vision insurance) as an exception.
- 4. 12-Month Pay Option payments are repaid in two equal installments and are included with pay checks paid on June 29 and July 31, without interest and with no impact on taxable wages. Child Support will be collected from these payments, as well as VSP (voluntary vision insurance).