

Summer Term Pay Schedule

Contract Start and End Dates Fall Between		Pay Day is the Last Working Day of Each Month
1	June 16 - 30	100% in June
2	June 16 - July 31	100% in July
3	June 16 - August 31	50% in July & August
4	June 16 - September 15	1/3 in July, August, & September
5	July 1 - July 31	100% in July
6	July 1 - August 31	50% in July & August
7	July 1 - September 15	1/3 in July, August, & September
8	August 1 - 31	100% in August
9	August 1 - September 15	50% in August & September
10	September 1 - 15	100% in September

June	July	August	September
1			
	2		
	3		
	4		
	5		
	6		
	7		
		8	
		9	
			10

Research Accounting and Human Resources request that a single letter be submitted for an employee over summer term even if that appointment crosses multiple months with grant funding.

Attach a labor distribution form to convey multiple grant-funding sources. This is a change from prior years, in which grant letters were sometimes split for grant/PAR reporting needs. Any grant-related *overloads* will require additional justification and possibly agency approval.

Only 9-month employees should be paid using Summer Term Wage Appointment Letters & Schedule.

Summer term earnings are limited to 33% of a 9-month employee's final prior year annual salary rate. Over 33% earnings must be submitted on a Supplemental Summer Letter and **require** prior approval from the Provost's Office **before** being presented to the employee for acceptance. A pay advance for Summer Term work that begins in June can be made available June 30th if the employee submits a Pay Advance Request Form to Human Resources.

12-month employees must be paid using regular 12-month letters, wage agreements, or supplemental/overload letters. Replacement funds or buy-out must be submitted by Labor Distribution Form.

Hourly appointments are paid from the 16th to the 15th and will be distributed monthly, on the last working day of July, August, and/or September depending on the dates of service by timesheet submission via Banweb.

Questions?

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