

<p style="text-align: center;">Academic Year vs. Fiscal Year Appointments Faculty and Administrative/Professional Staff</p>

Academic Year Employees

- Appointment **follows** the academic calendar; i.e., starts one week before start of classes and ends on commencement day
- Appointees are off work when classes aren't in session
- Appointees don't accrue vacation
- Position code ends with F10 or A10
- Pay period starting and ending dates vary.
- Paydays are the last working day of each month from August to April, plus last working day before May 16th
- Can work summer "extended" employment, paid on summer pay calendar

Fiscal Year Employees

- Appointment **does not follow** academic calendar
- Appointees accrue and may use vacation during months worked
- Appointee may be:
 - Year-round employee
 - Partial-year employee, using letters to indicate starting and ending months:

▪ A=July	E=November	I=March
B=August	F=December	J=April
C=September	G=January	K=May
D=October	H=February	L=June
- Position code ends with F12 or A12
- Each pay period is a calendar month
- Paydays are last working day of each month
- Normally appointment starts on first calendar day of the month and ends on last calendar day; anything else results in partial pay for first and/or last month.