



## OFFICE OF THE PROVOST

TO: Vice Presidents, Chancellors, Deans, Directors, Department Heads

FROM: Sally Mason, Provost  
Morgan R. Olsen, Executive Vice President and Treasurer

DATE: February 24, 2006

SUBJECT: Change In Academic Year Payroll Schedule, Beginning 2007

We are writing to inform you of a change in the payroll schedule for all Purdue faculty and staff who are employed on academic-year contracts. The University will implement the change initially for calendar year 2007 summer session payrolls, which will shift from a biweekly to a monthly schedule. In the Fall of 2007, monthly compensation for employees in this status will be paid on the last working day of the month from September through April. Each of those eight payments will equal one-ninth of the individual's annual salary. In August and May, the payments — also paid on the last working day of the month — each will equal one-eighteenth of the annual salary. The change also will apply to graduate student employees who are paid on an academic-year schedule. The attached spreadsheet illustrates sample salary schedules for an academic year and a summer session.

The current practice of ten equal monthly salary payments during the academic year and additional payrolls during the summer cannot be continued using the automated process being implemented under the OnePurdue project. Varying calendars among the four Purdue campuses, multiple summer session schedules, and fluctuating numbers of days in pay periods make the current schedule unworkable in a truly automated system. Attempting to replicate the current schedule in the new process would create a significant risk that the University would not be able to write payrolls in a timely and accurate way. The change will allow Purdue to take maximum advantage of new automated payroll capabilities.

Faculty members surveyed previously on this change indicated a strong preference for receiving academic-year salary payments in ten months, rather than nine, and the schedule to be adopted is the best possible response to that preference. Some people surveyed also inquired about the possibility of being paid twelve times per year. The SAP software being installed will allow a "Summer Savings" option, which would distribute payments over twelve months. Enrollment information for this option will be made available prior to implementation of the new system.

We believe these changes can be implemented without adverse impacts on faculty and staff, and we hope that by informing those affected well in advance, we are allowing ample time for any necessary preparations so that faculty and staff will not be inconvenienced during the initial period of implementation. Your assistance in communicating and facilitating these changes is absolutely essential if we are to be successful in implementing this part of OnePurdue. We are counting on you as key members of the University's leadership team to help us communicate this message and manage the ensuing change.

If Purdue is to carry out its mission successfully and compensate all faculty and staff properly, it is essential that we use our resources as efficiently as possible. By making this adjustment, we will reduce both administrative costs and payroll errors. If you have questions or comments, please send them to [hrs@purdue.edu](mailto:hrs@purdue.edu). To read answers to frequently asked questions on the payroll change, please visit: <http://www.purdue.edu/onepurdue/faq/OnePurdue-PayrollFrequencyQuestions.shtml>.

Thank you for your continuing support and assistance as we proceed through the change management phase of the project.