

PURDUE

UNIVERSITY

February 12, 2007

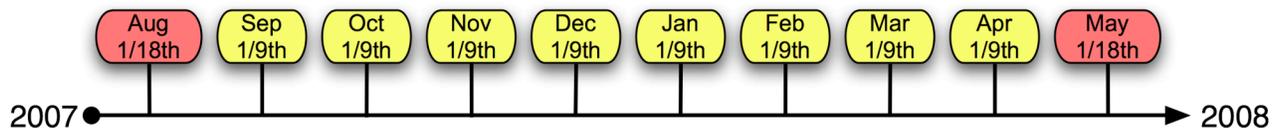
To: All faculty, staff and graduate student staff paid on an academic-year basis

From: Provost Sally Mason

Re: Change in Academic-Year Payroll Schedule

With the planned launch of the OnePurdue payroll system in July, I want to remind you of the upcoming academic-year-payroll change so you can plan ahead with help from business offices or Human Resource Services.

As announced last February, a ten-pay schedule was developed after a faculty survey showed a preference for ten monthly pays rather than a nine-pay alternative. The ten-pay schedule (below) was deemed the best fit for Purdue to balance faculty wishes without compromising the accuracy, efficiency or future upgrade potential of the OnePurdue systems. It calls for eight month-end payments from September through April, each worth one-ninth of the annual salary, with the remaining one-ninth to be split in half and paid in August and May. (Also see attached salary illustration.)



Faculty who were surveyed also requested an option to receive 12 monthly payments. In response, Purdue will offer a savings option beginning in fall 2007. It will allow academic-year faculty and staff to set aside a portion of their September-through-April earnings to be distributed in May, June, July and August.

Other changes coming with the OnePurdue July implementation are:

- **Summer pay will shift from biweekly to monthly.** To make this transition, the June 22 payroll will include an advance on pay for the last five workdays in June. The regular month-end pay schedule will then begin in July.
- **Those with multiple positions will get one monthly payment.** Those with multiple positions paying both biweekly and monthly will be paid for all positions in one month-end payment.
- **E-mail notifications will begin.** Direct deposit users will be notified of their pay via e-mail rather than campus mail. The e-mail will point employees to the OnePurdue Employee Self Service Web site, where individual pay information will be password protected.
- **Purdue deductions will be taken in higher-paid months.** Health insurance and some other deductions will be taken during the eight months when pay is highest. Contributions to retirement will continue to be made with all pay dates.

If you have questions, I encourage you to consult with your business office or with Human Resource Services. In addition, the OnePurdue Web site at www.purdue.edu/onepurdue is the primary source for information about all changes related to the OnePurdue project. Thank you.

