BUTLER
UNIVERSITY

Full-Time Pay Schedule (Current Employee)

Employee Name: _____

First   M.I.   Last

Butler Employee ID #: _____

Please submit form to askhr@butler.edu. Once elected, all pay schedules remain in effect for the entire academic year through the last pay. Deadline to elect pay schedule or request a pay schedule change is Aug. 9th of the current academic year. Please contact askHR@butler.edu if you have any questions regarding your selection.

I hereby authorize Butler University to distribute my pay per the following elections:

<u>**Biweekly:**</u>
Biweekly - Academic Year Pay Schedule (20 Pays - August-May)**:** _____
Biweekly - Academic Year Deferred Pay Schedule (26 Pays – August-July)**:** _____
Biweekly – Annual (For 12-Month Faculty & Staff) (26 Pays): _____

<u>**Monthly:**</u>
Monthly - Academic Year Pay Schedule (10 Pays - August-May)**:** _____
Monthly - Academic Year Deferred Pay Schedule (12 Pays – August-July)**:** _____
Monthly – Annual (For 12-Month Faculty & Staff) (12 Pays): _____

Notes: Employees who are currently on a Biweekly pay schedule **CAN NOT** switch to a Monthly pay schedule.

*Faculty with one year non-renewable contracts may only elect Academic Year pay schedule.

*Faculty with 12 month contracts may only elect a 12 month pay schedule.

Any faculty member on a renewable contract may elect to be paid over Academic Year (20 Pays - (August-May) or Academic Year Deferred (26 Pays – August-July).

Any benefit election deductions must reflect the same pay schedule.

Signature: _____   **Date**_____

Revised: 05.2024