

## Faculty Payment Plan – Summer Session 2020

### Section 1: Payment Options

#### PAYMENT PLAN OPTIONS

|                     |  |
|---------------------|--|
| <b>REGULAR PAY</b>  | Under Regular Pay, employees are paid on the last business day of each month for work performed during that month (i.e. an employee will be compensated for any work performed in June on the last business day of June). Electing to be paid under this payment plan will cause monthly payments to differ depending on workload. |
| <b>DEFERRED PAY</b> | Under Deferred Pay, employees are paid in three equal payments on the last business day of July, the last business day of August, and the last business day of September for any work performed in June, July, August, and September under a summer employment contract.   |

Please reference the [Summer Session 2020 Payment Calculator](#) for additional information regarding your Summer 2020 payments.

*Please Note:* The payment plan selected for Summer Session 2020 will not impact the payment plan an employee has selected for the regular academic year. An employee's selected Summer Session 2020 Payment Plan will become final on June 10, 2020.

#### LATE PAY DOCUMENT - RECEIPT OF PAYMENT OPTIONS

When/how an employee is paid is based upon when Human Resources receives a fully signed pay document detailing an employee's Summer Session pay and workload. If a pay document is **not** received by Human Resources before the 10<sup>th</sup> of the month pay is owed, then the employee is not guaranteed to receive pay reflected on the pay document via direct deposit on that month's pay day. Rather, the employee will receive pay owed to them for that month as elected from the options listed below:

|                           |  |
|---------------------------|--|
| <b>PAPER CHECK</b>        | Employees who elect this option will <b>automatically</b> receive additional pay owed to them via a paper check as soon as possible. The employee will receive an email when the check is ready for pick-up.   |
| <b>DIRECT DEPOSIT</b>     | Employees who elect this option will <b>automatically</b> receive additional pay owed to them via direct deposit on the last business day of the next month. For example, if a pay document showing additional pay owed for June is received after June 10 <sup>th</sup> , then the employee will receive this additional pay via direct deposit on the last business day of July. The employee will receive an email to alert them of this addition to their next month's direct deposit. |
| <b>CASE-BY-CASE BASIS</b> | Employees who elect this option will <b>not</b> automatically receive additional pay owed to them via one of the options above. Rather, employees who elect this option will be emailed any time additional pay is owed to them via a late pay document to choose how they would like to receive this pay. If the employee does not respond timely to this email, then the additional pay will automatically be added to the next month's direct deposit.                                  |

### Section 2: Payment Selection

I have read the information above, and I elect to be paid via the **payment plan** selected below for Summer Session 2020:

- Regular Pay
- Deferred Pay

I have read the information above, and I elect to be paid via the **late pay document – receipt of payment option** selected below for Summer Session 2020.

- Paper Check
- Direct Deposit
- Case-By-Case Basis

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Printed Name

 \_\_\_\_\_  
 V#

Upon completion, please submit this form via email to [mcmurryj@wou.edu](mailto:mcmurryj@wou.edu) or via hard-copy to the Human Resources office. Should you have any questions, please contact Julie McMurry at 503.838.9373 or [mcmurryj@wou.edu](mailto:mcmurryj@wou.edu).

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