

Faculty Payment Plan – Summer Session 2023

Section 1: Payment Options

PAYMENT PLAN OPTIONS

REGULAR PAY	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.
DEFERRED PAY	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. To be eligible for Deferred Pay, the employee must teach a portion of their courses in June or July.

Please reference the [Summer Session 2023 Payment Calculator](#) for additional information regarding your Summer 2023 payments.

Please Note: The payment plan selected for Summer Session 2023 will not impact the payment plan an employee has selected for the regular academic year. An employee's selected Summer Session 2023 Payment Plan will become final on June 10, 2023.

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 10th 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:

PAPER CHECK	Employees who elect this option will automatically 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.
DIRECT DEPOSIT	Employees who elect this option will automatically 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 th , 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.
CASE-BY-CASE BASIS	Employees who elect this option will not 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 2023:

- ☐ 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 2023.

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

Signature

Date

Printed Name

V#

Please submit this form via the [Human Resources Form Upload](#) as a "Faculty Payment Plan" or via hard-copy to Human Resources. Should you have any questions, please contact payroll@wou.edu or 503.838.8490.