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:

Biweekly:
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): ○

Monthly:
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): ○

*Note: ****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