Template Letter for Faculty with a Time-Base Change During an Academic Semester

Dear (colleague’s name),

Thank you for your consideration in accepting a change in your time-base or academic work load this semester as we discussed.

I wanted to make you aware of information shared by Human Resources’ Payroll unit.  When a time-base is increased or decreased after the start of the academic semester, the State Controller’s Office processes an adjustment or “settlement” to your pay.  This settlement action may result in your next, sixth, and/or final pay warrant of the semester being different from what you might expect.

As an Academic Year employee, if you teach the same number of units throughout the entire term, State regulations dictate that for each full academic semester a faculty member is to receive six pay warrants of equal value.

If there is a change in work-load after the start of an academic semester, however, a settlement adjustment is processed to ensure that a faculty member receives the appropriate total amount of pay due based on the number of academic work days worked at each time-base.  The annual [University Payroll Calendar](http://www.csun.edu/sites/default/files/payroll_calendar.pdf) indicates which dates within the Fall and Spring Semesters are counted as “academic work days.”  The calculation of the adjustment is pursuant to State Controller’s Office procedures and will likely result in unequal pay warrants, depending on your specific circumstances.

For example, if you have a one semester appointment (Fall only) and have an increase in your time-base effective early-November through the end of the semester, your November pay warrant (which issues at the beginning of December) may represent full pay at your new higher time-base.   Your December and January pay warrants would also issue at the full salary for your new (higher) time-base.  However, your sixth (February) pay warrant would most likely be less than your November, December, January pay warrants to compensate for the actual number of academic work days worked at the lower time-base compared to the number of academic work days worked at the higher time-base.

In another example, if you have a full academic year appointment, and have an increase in your time-base effective early-April through the end of the semester, your April pay warrant (which issues at the beginning of May), may represent full pay at your new higher time-base and your 12th academic year warrant (issued in August) may be smaller, to compensate for the actual number of academic work days worked at the lower time-base compared to the number of academic work days worked at the higher time-base.

If the increase in time-base is temporary (e.g., covering a colleague’s temporary leave), an adjustment resulting in a less than *normal* pay warrant will occur earlier.

The specifics of how an employee’s pay issues will vary from person to person based upon the effective date of the time-base change and the processing of the changes.  Please realize that because of the payroll procedures outlined here, your pay warrant at the time of the change or at the end of your appointment may be lower than your previous pay warrants. ***In all instances, the total amount of pay you receive for the semester will be accurately based on the total number of days you worked at each time-base***.

Sincerely,

<Name>

<Title>