### Pay Schedule Guidelines:

1. If a scheduled date falls on a day in which the University is closed, then pay day shall be the last University workday prior to the scheduled pay date.

2. Professional and Exempt employees that work all 12 months are paid the last work day of each month.

3. Faculty and 10 Month or Academic Year Professionals include BSU Faculty, Burris and Academy (including Academy Counselors);

   a. The Academic Year is paid in 10 equal payments, beginning the last university work day in August through the last university work day in May.

   b. Summer Payments
      i. First Summer Session is paid June 30.
      ii. Second Summer Session is paid July 31.
      iii. Summer Semester is split into two payments, June 30 and July 31.

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**Revised 08-05-2014 WH**