**Monthly Pay Schedule Guidelines through 12/31/18:**

1. If a scheduled monthly pay 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, Exempt, and Faculty employees paid the last work day of each month.

3. Faculty and 10 Month or Academic Year Professionals (including BSU Faculty, Burris and Academy) are paid over 10 equal payments beginning in August and ending in May.

**Biweekly Pay Schedule Guidelines starts 1/1/2019:**

1. Biweekly pay day is every other Friday being with January 4, 2019.

2. Professional and Exempt employees that work all 12 months are paid on a biweekly basis, 26 pay periods per calendar year.

3. Faculty and 10 Month or Academic Year Professionals (including BSU Faculty, Burris and Academy) are paid over 20 equal payments beginning in August and ending in May.

   a. Summer Payments
      i. First Summer Session will be paid over 2 biweekly pay periods.
      ii. Second Summer Session will be paid over 2 biweekly pay periods.
      iii. Summer Semester will be paid over 4 biweekly pay periods.