



Payment of University of Kentucky Employees

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I. Introduction

This regulation establishes the University policy on payment of regular base salary and other payments to University employees, which includes faculty, staff, and student employees.

Note: For determining faculty institutional base salary for sponsored projects accounting, see *Administrative Regulation 7:10, Determination of Faculty Institutional Base Salary for Federal Awards and other Sponsored Projects*.

II. Entities Affected

This administrative regulation applies to all University of Kentucky faculty, staff, and student employees.

III. Payment of Regular Base Salary to Faculty Employees

A. Twelve Month Assignment

1. Faculty employees in their second year of employment and each year thereafter shall be paid their base salary in twelve equal installments in the fiscal year.
2. New faculty employees on a twelve-month assignment basis starting employment July 1 shall be paid their base salary in twelve equal installments in the fiscal year commencing in July.

3. New faculty employees on twelve-month assignment basis, whose start date is after July 1, shall have their base salary divided by twelve to calculate a monthly base salary to be paid each month remaining in the fiscal year. Should the new faculty employee's start date be a day other than the first day of the month, their monthly base salary will be divided by the number of work days in the month to calculate a daily base salary to pay the faculty employee for the actual days worked as determined by their hire date.

B. Less Than Twelve Month Assignments

1. Returning Faculty (Nine, Ten and Eleven Month Assignment)

Faculty employees on nine, ten and eleven month assignment basis, in their second year of employment and each year thereafter, shall be paid their base salary in twelve equal installments in the fiscal year.

2. New Faculty (Eleven Month Assignment)

- a. New faculty employees on eleven-month assignment basis starting employment August 1 shall be paid their base salary in eleven equal installments in a fiscal year commencing in August.
- b. New faculty employees on eleven-month assignment basis, whose start date is after August 1, shall have their base salary divided by eleven to calculate a monthly base salary to be paid each month remaining in the fiscal year. If the new faculty employee's start date is a day other than the first day of the month, their monthly base salary will be divided by the number of work days in the month to calculate a daily base salary to pay the faculty employee for the actual days worked as determined by their hire date.
- c. New faculty employees on eleven-month assignment basis shall be paid their base salary in twelve equal installments if their month not on assignment in a fiscal year is other than July and they commence employment on July 1.

3. New Faculty (Ten Month Assignment)

- a. New faculty employees on ten-month assignment basis starting employment August 1 shall be paid their base salary in eleven equal installments in a fiscal year commencing in August.
- b. New faculty employees on ten-month assignment basis, whose start date is after August 1, shall have their base salary divided by eleven to calculate a monthly base salary to be paid each month remaining in the fiscal year. If the new faculty employee's start date is a day other than the first day of the month, their monthly base salary will be divided by the number of work days in the month to calculate a daily base salary to pay the faculty employee for the actual days worked as determined by their hire date.

4. New Faculty (Nine Month Assignment)

- a. New faculty employees on nine-month assignment basis starting employment August 1 shall be paid their base salary in eleven equal installments in a fiscal year commencing in August.
- b. New faculty employees on nine-month assignment basis, whose start date is after August 1, shall have their base salary divided by eleven to calculate a monthly base salary to be paid each month remaining in the fiscal year. Should the new faculty employee's start date be a day other than the first day of the month, their monthly base salary will be divided by the number of work days in the month to calculate a daily base salary to pay the faculty employee for the actual days worked as determined by their hire date.

C. Termination or Retirement Prior to Completion of the Assignment

All faculty retiring or terminating employment prior to the completion of the assignment period shall be paid any remaining earned salary or shall be required to reimburse the University for an overpayment of unearned salary as calculated by the department or college according to *Administrative Regulation 3:6 - Faculty Assignment and Vacation Leave Policy*. Payment for the balance of remaining earned salary should occur no later than one pay period after the faculty employee's termination or retirement date. Reimbursement for overpayment of unearned salary shall be made by the faculty employee prior to their termination or retirement date.

IV. Payment of Regular Base Salary to Staff and Student Employees

- A. Staff and student employees who qualify for exemption from both the minimum wage and the overtime provisions of the Fair Labor Standards Act (FLSA), shall be paid their regular salary on a monthly or biweekly basis, July 1 - June 30.
- B. Staff and student employees who are subject to the minimum wage and/or the overtime provisions of the FLSA shall be paid monthly or biweekly on an hourly rate basis. Departments and offices whose employees do not utilize myUK Employee Self Service online time entry shall maintain time records for these employees and enter the records into the payroll system in accordance with applicable University policy.
- C. Questions concerning the minimum wage and overtime provisions of the FLSA should be directed to Human Resources.

V. Payment of Supplemental Compensation to Employees

Any supplemental compensation due to University employees shall be paid in accordance with applicable University policy and procedures governing such payments.

VI. Method of Payment

Direct deposit enrollment is mandatory for all employees paid through the University payroll system as a condition of employment. Employees are required to enroll in direct deposit by providing their financial institution account information upon commencement of employment. Electronic payment for wages earned shall be deposited into the employee's designated account. Documentation of payment shall be made available to each employee.

References and Related Materials

Administrative Regulation 3:6, Faculty Assignment and Vacation Leave Policy

Administrative Regulation 7:10, Determination of Faculty Institutional Base Salary for Federal Awards and other Sponsored Projects

Human Resources Policy and Procedure #30.0, Compensation

Human Resources Policy and Procedure #4.0, Employee Status

Revision History

3/19/1992, 6/11/1992, 2/8/1999, 11/15/2006, 8/24/2016

For questions, contact: [Office of Legal Counsel](#)