

UNIVERSITY OF KENTUCKY  <b>ADMINISTRATIVE REGULATIONS</b>	IDENTIFICATION <b>AR 3:3</b> <i>(Formerly, AR II-1.3-1)</i>	PAGE 1
	DATE EFFECTIVE 11/15/06	SUPERSEDES REGULATION DATED 3/19/92, 6/11/92, 2/8/99

## POLICY ON PAYMENT OF UNIVERSITY OF KENTUCKY EMPLOYEES

### I. Payment of Regular Salary to Faculty Employees

#### A. Twelve Month Assignment

Faculty employees on a twelve-month assignment basis in a fiscal year, and all other faculty employees in their second year of employment and each year thereafter, except their last year when retirement occurs prior to the end of the fiscal year, shall be paid in twelve equal installments in the fiscal year.

#### B. Less Than Twelve Month Assignments

Faculty employees on an assignment basis other than twelve months shall be paid in their first year of employment as follows:

##### 1. Eleven-Month Assignment Basis

New faculty employees on assignment for the period of August 1 through June 30 shall be paid in eleven equal installments commencing with August.

New faculty employees shall be paid in twelve equal installments if their month not on assignment during a fiscal year is other than July.

##### 2. Ten-Month Assignment Basis

New faculty employees on a ten-month assignment basis in a fiscal year shall be paid their regular salary in eleven equal installments commencing with August.

##### 3. Nine-Month (or Academic Year) Assignment Basis

New faculty employees on a nine-month (or academic year) assignment basis in the fiscal year shall be paid their regular salary in eleven monthly installments, commencing in August.

New faculty who begin employment in a month other than August shall be paid their regular salary in equal installments for the number of months remaining in the fiscal year.

B. Termination or Retirement Prior to Completion of the Assignment

If faculty employee on a nine-month, ten-month, or eleven-month assignment basis terminates employment prior to the completion of the assignment period, payment of any remaining earned salary or reimbursement for an overpayment of unearned salary shall be calculated by the department or college according to AR II-1.3-2, as appropriate. Where termination of employment occurs through retirement, payment of the balance of any remaining earned salary or reimbursement for an overpayment of unearned salary shall be made in the last month of the assignment period.

II. Payment of Regular Salary to Non-Faculty Employees

A. Employees, including student employees, who qualify for exemption from both the minimum wage and the overtime provisions of the Fair Labor Standards Act shall be paid their regular salary on a monthly basis, July through June. This section does not apply to exempt employees of the University hospital.

B. Employees, including student employees, who are subject to the minimum wage and/or the overtime provisions of the Fair Labor Standards Act shall be paid biweekly on an hourly rate basis. Time records are required to be maintained in the various departments and offices for these employees and recorded in the payroll system in accordance with applicable University policy. Employees of the University hospital shall be paid biweekly.

C. Questions concerning the minimum wage and overtime provisions of the Fair Labor Standards Act should be directed to Human Resources.

III. Payment of Supplemental Compensation to Employees

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

IV. Method of Payment

All employees shall be paid through direct deposit. Documentation of payment shall be provided to each employee.