



Payroll Information for Unclassified Employees

- Academic Staff
- Faculty
- Limited Appointments

I. Pay Schedule

Unclassified Employees are paid once per month, on the first of the month, for the prior month's hours worked.

II. Paid Leave

A. For Unclassified positions with 100% appointments, the following applies:

Sick Leave

176 hours "Initial Entitlement" for use during the first 18 months; then 96 hours earned each fiscal year. Sick leave accumulates year to year.

For Unclassified positions with appointments less than 100%, Sick Leave is prorated.

B. For 12 Month positions with 100% appointments, the following applies:

Personal Floating Holiday

36 hours per fiscal year. Floating Holiday hours must be used by the end of the fiscal year (June 30).

Vacation

176 hours per fiscal year. There are carryover provisions for Vacation hours. Check with your department for details.

Legal Holidays

Nine paid legal holidays per calendar year: January 1 (New Year's Day), Third Monday in January (Martin Luther King, Jr. Birthday), Last Monday in May (Memorial Day), July 4 (Independence Day), First Monday in September (Labor Day), Fourth Thursday in November (Thanksgiving Day), December 24 (Christmas Eve), December 25 (Christmas Day), and December 31 (New Year's Eve).

For Unclassified positions with appointments less than 100%, Holiday/Vacation Leave is prorated.

C. Employees in 9 month positions do not earn Personal Floating Holiday or Vacation hours.

III. Benefit Premiums are taken via Payroll Deduction

Insurance premiums and optional deductions are deducted once per month.

Most benefits premiums are paid in advance of coverage; when you start a new benefit plan there may be multiple deductions on one or more paychecks.

Note: For 9 month positions, benefit deductions are taken only during the 9 month academic year. Multiple insurance premiums are deducted from the June 1 paycheck to carry coverage through the summer months; these multiple deductions are known as "May Multiples".

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