

# Introduction to Faculty Pay

Human Resources and Payroll

2025 New Faculty  
Orientation

# Human Resources and Payroll

- HR Operations – HR team that processes changes into RIT systems that drives Payroll changes (for example: compensation changes, hiring/termination, summer salary)
- Payroll – Part of the Controller's Office, Payroll handles the processing and payment of all employees at RIT. This includes the Semi-monthly, and bi-weekly payrolls. The office also has responsibility for transmission of taxes, filing of federal and state payroll reports, and the production of employee W-2 forms.

# Faculty Pay Practices

- **Paid on a semi-monthly pay schedule**
  - Paid on the 15<sup>th</sup> and the last business day of the month
- **Paid over 12 months, regardless of length of appointment**
- **First pay date for new 9-month faculty starting 8/13/25 is 8/29/25**
  - First paycheck will be a paper check mailed to the address in Oracle
  - Direct Deposit will begin with the second payment.
- **Oracle Employee Self Services items impacting pay**
  - Address, direct deposit information, tax withholding changes
  - Access and review your paystub every period

# Faculty Pay – First Year

## Academic year for first year 9-month faculty:

- Paid over 12 months but working for 9 months
- The contract year for payroll purposes is 07/01-06/30
- First year faculty begin with the period 08/16-08/31
- Active working period (21 pay periods)
  - Faculty are paid for work performed from 8/16-5/15
- **First Year Differential** To ensure a full contract year is paid by June 30th, your pay will consist of two components.
  1. Base pay – 1/24<sup>th</sup> of your annual salary
  2. First-year differential: “catch up” - this component represents the 3 pay periods from 7/1-8/15 which are owed to ensure full payment

# Faculty Pay – Second Year and Beyond

- **The contract year for payroll purposes is 07/01-06/30**
- **There are 3 segments to this year**
  - Before the Academic year (Pre-paid)
  - During the Academic year (Active working)
  - After the Academic year (Post pay)
- **Prepaid period (3 pay periods)**
  - Faculty pay starts 7/1 and is considered pre-pay for work not yet performed through 8/15
  - 3 semi-monthly payments are prepaid
- **Active working period (18 pay periods)**
  - Faculty are paid for work performed from 8/16-5/15
- **Post Pay period (3 pay periods)**
  - Faculty pay from 5/16 - 6/30 is considered post-pay for work already performed
  - 3 semi-monthly payments are post paid

# Faculty Pay – Important to Know

Late notification of termination or change of status can result in receiving pre-pay for the periods prior to the start of the academic year. These prepay amounts are not yet earned.

- Will result in being overpaid
- Examples
  - Leaving RIT
  - Transitioning from faculty to adjunct
  - Beginning a personal or professional leave that has a change in pay

First Year Faculty Member with a start date of 8/13, Salary of \$484,000; paid through June 30th

July	August
0	0
0	

August	September	October	November	December
3500	3500	3500	3500	3500
500	500	500	500	500

January	February	March	April	May	June
3500	3500	3500	3500	3500	3500
500	500	500	500	500	500

Base Salary of \$3500 +  
 First year diff.: \$ 500  
 -----  
 \$4,000  
 21 Periods of Pay x21  
 -----  
 \$84,000

Second Year: Salary of \$84,000 with Pre-Paid – Post Paid Example; Contract Year 07/01-06/30

July	August 1-15
3500	3500
3500	

← Pre-Paid ; Paid Not yet earned

August 16-31	September	October	November	December
3500	3500	3500	3500	3500

January	February	March	April	May 1-15
3500	3500	3500	3500	3500

May 16-31	June
3500	3500

← Post Pay; Paid after earned

Base Salary of \$3500  
 Periods of Pay x24  
 -----  
 \$84,000

# Introduction to Benefits

Human Resources

2025 New Faculty  
Benefits Orientation

# Overview

## Introductions

## Benefits that require action within 31 days

- Medical, Dental & Vision
- LTD
- FSA
- Legal Services
- Life and AD&D Insurances

## Other great benefits

- Retirement
- Home Owner Partnership Program
- Time Off
- Adoption Assistance
- Employee Wellness/EAP

## Next Steps/Enrollment

# Contacts

## RIT Service Center (RSC)

- [help.rit.edu](https://help.rit.edu)
  - Online Chat
  - Report Issue / Ask Questions
  - Call (585) 475-5000

## Benefits Team

- Handle escalated tickets



**Benefits that require  
action from you  
within 31 days**

**Benefits are effective September 1st**

## Medical

- **Excellus BlueCross BlueShield**
  - POS A
  - POS B
  - POS D
  - PPO Blue
- POS B & POS D have deductibles for certain services:
  - Inpatient Hospitalization
  - Outpatient Services
  - Advanced Imaging (MRI, CT, etc.)

## Pharmacy

- **OptumRx**
  - Benefits determined by your medical plan selection
  - Separate ID card
- POS D has a pharmacy deductible that has to be met per person

**To compare medical plans, visit**  
**[www.rit.edu/humanresources/medical-and-prescription-drug-coverage](http://www.rit.edu/humanresources/medical-and-prescription-drug-coverage)**

# Medical – Salary Levels

- **Full-time employee have four cost-sharing levels**
  - The base pay used for cost sharing is your salary
  - Adjusted as of January 1 each year
  
- **Part-time employees have one cost-sharing level**

**To view benefit rates, visit**  
**[www.rit.edu/humanresources/2025-employee-benefits-rates](http://www.rit.edu/humanresources/2025-employee-benefits-rates)**

# Pharmacy – Prescription Drug Coverage

- **OptumRx Covered drug list is managed for safety and cost**
  - Management Programs:
    - Quality limits
    - Step therapy
    - Prior authorizations
- **Wegmans is RIT's preferred Pharmacy**
  - Lower copays
  - 90-day supply of maintenance medications
  - Free home shipping

**To view pharmacy benefits and covered drugs, visit  
[www.rit.edu/humanresources/medical-and-prescription-drug-coverage#prescription-drug-benefits](http://www.rit.edu/humanresources/medical-and-prescription-drug-coverage#prescription-drug-benefits)**

# MDLIVE

**Telemedicine visits with licensed physicians (phone or videoconference)**

**\$10 copay**

## Urgent Care Examples:

- Fever
- Nausea & Vomiting
- Pink Eye
- Rashes

## Behavioral Counseling Examples:

- Addiction
- Depression
- Grief & loss
- Stress

## Dental

- **Excellus BlueCross BlueShield**
  - Separate ID Card
  - Plan Options
    - Standard
    - Enhanced

To view dental benefits, visit

[www.rit.edu/humanresources/dental-care-benefits](http://www.rit.edu/humanresources/dental-care-benefits)

## Vision

- **VSP**
  - No ID Card sent
  - Need your University ID
- Each medical plan includes an eye exam but is limited to every other year.

To view vision benefits, visit

[www.rit.edu/humanresources/vision-care-benefits](http://www.rit.edu/humanresources/vision-care-benefits)

# Flexible Spending Accounts

## Lifetime Benefit Solutions (LBS)

### Health Care Spending Account

- Per employee
- \$3,300 annual maximum

### Dependent Care Account

- Per family
- \$5,000 annual maximum

Amount chosen needs to be used by the end of the calendar year, or you lose it.

**To view eligible expenses, visit  
[www.fsafeds.gov/support/eligibleexpenses](http://www.fsafeds.gov/support/eligibleexpenses)**

# Employee Life Insurance

- **Prudential**
  
- **Make sure to assign your Beneficiary(s) and keep them updated**
  
- **Basic Life and AD&D paid for by RIT**
  - 2 times annual base salary (FT Max of \$100,000, PT Max \$50,000)
  - Taxes withheld on taxable amount – shown as GLT Imp Inc on paystub
  
- **Supplemental Life and AD&D paid for by the employee**
  - Elect 1-5 times annual base pay, max \$750,000
  - Supp Life - approval required for any level over 3 times
    - 3 times is only available as a new hire without approval, max of \$375,000

# Dependent Life and AD&D Insurance

## > Spouse/Domestic Partner Coverage

- Elect \$25,000 with no approval required or 1-5 times annual base pay, max \$750,000
- Cost based on employee's age and spouse/domestic partner smoking status

## > Child Coverage

- Elect \$10,000 or \$20,000
- Same cost regardless of number of children covered

*Note: If your spouse/domestic partner is an RIT employee, you CANNOT elect spouse coverage, and you also cannot both cover the child(ren).*

# Long-Term Disability (LTD)

- **If approved, benefit begins after 6 months of total disability**
  
- **Basic LTD paid for by RIT**
  - 60% of annual base pay, max \$7,000/month, offset by other income
  
- **Supplemental LTD paid for by the employee**
  - 70% of annual base pay, max \$10,000/month, offset by other income
  - After-tax premiums.
  - No approval needed if enrolled in as a new hire

# Legal Services

## > MetLife

## > Regular FT and PT Employee are eligible

- Covers the Employee, their Spouse/Domestic Partner and Children

## > How to use the plan

- Contact MetLife Legal Plans' Client Service Center at 800-821-6400 prior to obtaining legal services to get a referral.
- Plan benefits will be declined if you do not call first

**To view legal services benefits in full, visit**

**[www.rit.edu/humanresources/legal-services-plan-summary-plan-description](http://www.rit.edu/humanresources/legal-services-plan-summary-plan-description)**



**Eligibility &  
Enrollment**

# Family Member Eligibility

## > Dependent(s)

- Legal spouse
- A child who is under the age of 26 and unmarried

## > Domestic Partner

- What Qualifies someone to be DP?
  - Reside together for one year minimum, intention to remain together indefinitely and neither are legally married
- Further action required
  - You and domestic partner sign and notarize the Affidavit of Domestic Partnership form
  - You complete and sign the Application for Domestic Partner Benefits form
- Taxable benefit to you

# Family Member Enrollment

- **Information needed**
  - Dependent DOB and Social
  
- **Family Member Verification**
  - Complete the Family Member Verification form
  - **For a complete list of acceptable documents, visit [www.rit.edu/humanresources/family-member-verification-benefits](http://www.rit.edu/humanresources/family-member-verification-benefits)**

# Mid-Year Benefit Changes

## ➤ **What is a Qualifying Event?**

To view the complete list of eligible events, visit

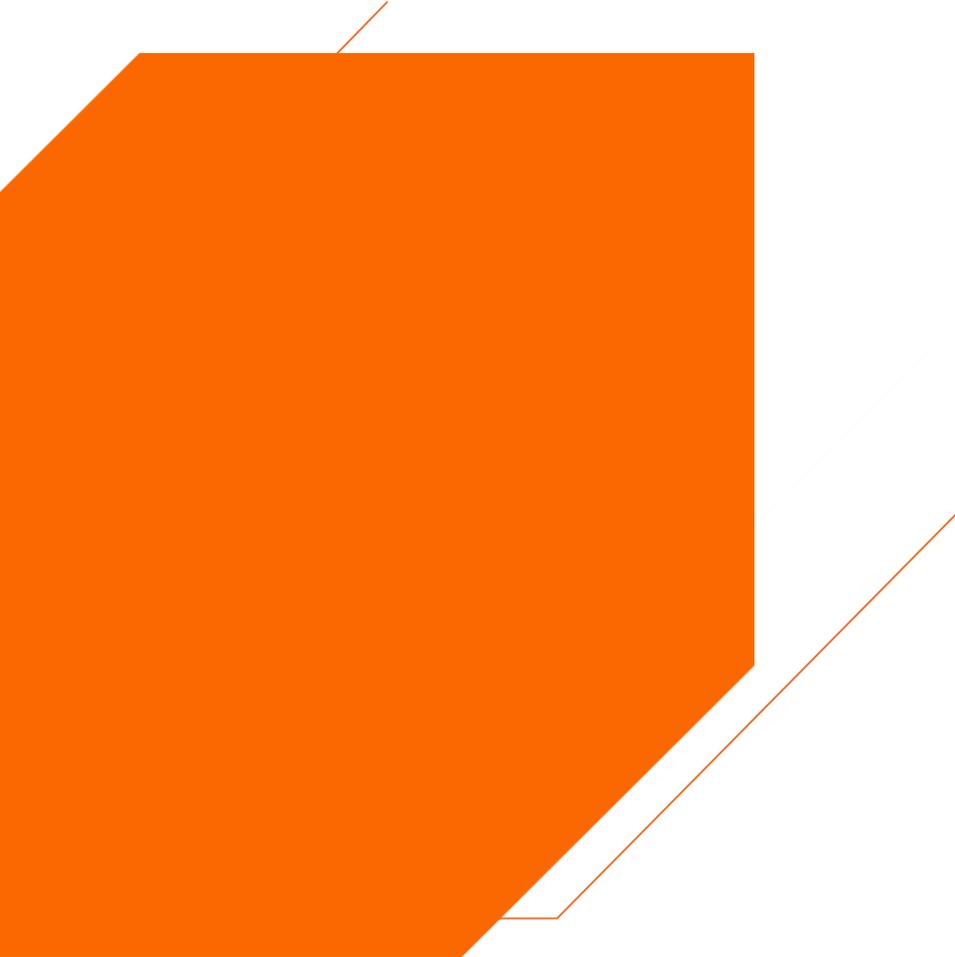
[www.rit.edu/humanresources/benefits-mid-year-benefit-changes](http://www.rit.edu/humanresources/benefits-mid-year-benefit-changes)

## ➤ **Notify Benefits within 31 days of the event**

- Complete the Benefit Enrollment/Change Form through the RSC
- Provide detailed proof of the event

## ➤ **Open Enrollment for 2026**

- Late September through early October



# Other Great Benefits

# Retirement Savings Plan – 403(b)

- **Two recordkeepers: Fidelity and TIAA**
  
- **RIT's Contribution match begins after 1 year of service**
  - Waiting period waived for those that have prior RIT service or other Higher ED service of 1 or more FT regular service within 90 days of your date of hire.
    - Complete and Submit the Retirement Plan Prior Service form through the RSC.
    - Benefits will contact your former employer to complete the verification.
    - Match will begin the 1<sup>st</sup> of the month after your form is approved.
  
- **If you take no action, you will be enrolled with a 2% pre-tax contribution with the annual automatic increase program after 60 days with Fidelity**
  
- **Make sure to assign your Beneficiary(s) and keep them updated**

# 403(b) Contributions

## Election

- Between 2% and 80%
- Traditional and Roth Accounts

## RIT Contribution Match

- Employee: 2%, 3%, 4%
- RIT: 4%, 6%, 8%

➤ **RIT's contribution is 100% vested**

➤ **Maximum contributions based on your age as of December 31**

- If under age 50 - \$23,500
- If age 50 or over - \$31,000

# CAPTRUST – Investment & Financial Coaching

- **Decisions related to RIT's Retirement Savings Plan and other financial priorities**
  - Deciding how much you should contribute
  - Provide advise on your investment fund choices
  - Determining the difference between traditional and roth contributions and which type is best for you
  
- **Schedule Appointment**
  - Visit [www.captrustadvice.com](http://www.captrustadvice.com)
  - Call 800-967-9948
  - On campus visits

# Illness/Sick Time

- **All Faculty**
  
- **Illness/Sick is front-loaded and resets on a fiscal year basis**
  - July 1 through June 30
  - Full balances appear on your start date or July 1 every year
  - Prorated time for those that work less than 12 months or new hires
  - Use it or lose it
  
- **Hour Calculation**
  - 9 Month: 64 hours (72 hours for full fiscal year)
  - 12 Month: 88 hours (96 hours for full fiscal year)

# Vacation Time

- **12-month Faculty ONLY**
  
- **Vacation is earned on a fiscal year basis**
  - July 1 through June 30
  - Accrue 1/12 of annual accrual each month of the 16<sup>th</sup>
  - Prorated time for those that work less than 12 months or new hires
  
- **Anniversary Increase at 20 years**
  
- **Carry-over feature: ½ of your yearly accrual**
  - Amount does not combine from year to year

# Holiday Time

## > Twelve Paid Holidays Each Year

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- 4 RIT designated days

## > Early Release Days

- Day before Thanksgiving Day
- Day before Christmas Day

Time is  
prorated  
based on  
new hire  
date

# Better Me Employee Wellness Program

- Three free fitness center
  - Confidential wellness coaching
  - Flu shots and COVID-19 vaccines
  - Personal training
  - Functional movement assessments
- RRH Mobile Mammogram
  - Free group exercise classes
  - Free wellness workshops
  - Free fitness center tours
  - And more!

**Contact Keith O'Connor with any questions.**

# Employee Assistance Program (EAP)

- **Bree Health**
- Health Advocacy
- Confidential counseling for you and your family members
- Financial information and resources
- Legal support and resources
- Work-life balance solutions
- And more!

**For contact information & a complete list of support visit:**

**[www.rit.edu/humanresources/employee-assistance-program-eap-summary](http://www.rit.edu/humanresources/employee-assistance-program-eap-summary)**

# Employee Education Benefits

## > Talent Development

- Hundreds of in-person and online education and training programs

## > Tuition Assistance

- Reimbursement for job-related courses taken at other accredited colleges or universities

## > RIT Tuition Waiver

- Undergraduate and most graduate courses
- Some exclusions and special rules

**To view education benefits, visit  
[www.rit.edu/humanresources/education-benefits](http://www.rit.edu/humanresources/education-benefits)**

# Dependent Education Benefits

- **RIT Tuition Waiver** - Spouse/DP and children are eligible
  - Undergraduate credit-bearing courses at RIT
  
- **Tuition Exchange** - Only children are eligible
  - Full-time undergraduate study during regular academic year
  - Not guaranteed; would need to be accepted into the program & school
  
- **Tuition Scholarship** - Only children are eligible
  - Full-time undergraduate study during regular academic year

# More Benefits

## Home Owner Partnership (HOP) Program

- RIT - \$3,000 loan
  - Live in and be employed by RIT for 5 years from the mortgage date
- City of Rochester- \$3,000 grant
- One of two lenders - \$3,000 grant
- \$9,000 total for down payment and/or closing costs

## Adoption Assistance Program

- Up to \$2,000 reimbursement for eligible expenses per child
- Maximum of \$4,000/family/year

**To view these benefit details, visit  
[www.rit.edu/humanresources/employee-benefits-resources](http://www.rit.edu/humanresources/employee-benefits-resources)**

# Legal Information

**If there is any confusion or conflict regarding plan features, the governing plan document/contract will be the final authority.**

**RIT reserves the right to change, modify, discontinue, or terminate benefits at any time for any reason.**

# Next Steps/Recap

## Enroll in Benefits within 31 days

- Go to Oracle/follow link in email
- Elect Benefits
- Submit Family Member Verification through RSC if applicable

## Other Actions

- Update Beneficiary
  - Life Insurance:  
Prudential: [prudential.com/mybenefits](https://prudential.com/mybenefits)
- Update 403(b) Contribution
  - Fidelity: [netbenefits.com/RIT](https://netbenefits.com/RIT)
  - TIAA: [tiaa.org/RIT](https://tiaa.org/RIT)