



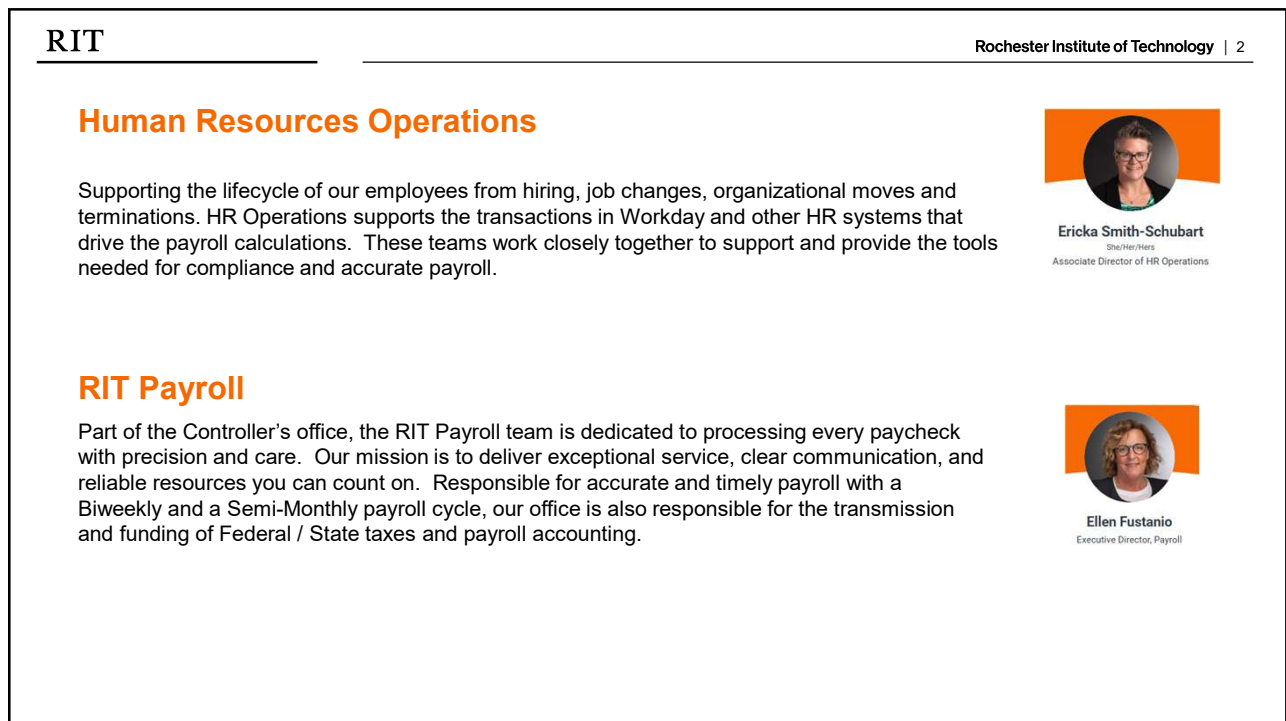
RIT

Introduction to Faculty Pay

Human Resources and Payroll

2026 New Faculty Orientation

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Human Resources Operations

Supporting the lifecycle of our employees from hiring, job changes, organizational moves and terminations. HR Operations supports the transactions in Workday and other HR systems that drive the payroll calculations. These teams work closely together to support and provide the tools needed for compliance and accurate payroll.



Ericka Smith-Schubert
She/Her/They
Associate Director of HR Operations

RIT Payroll

Part of the Controller's office, the RIT Payroll team is dedicated to processing every paycheck with precision and care. Our mission is to deliver exceptional service, clear communication, and reliable resources you can count on. Responsible for accurate and timely payroll with a Biweekly and a Semi-Monthly payroll cycle, our office is also responsible for the transmission and funding of Federal / State taxes and payroll accounting.



Ellen Fustanio
Executive Director, Payroll

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It Takes Two: Keeping Pay On Time & Accurate

Payroll runs the engine — your self-service updates keep it fueled.

Your Part: Self-Service Responsibilities in Workday

- Direct Deposit updates Payment Elections
- Contact information Withholding Elections
- Federal & State tax elections
- International employees: Glacier registration — keeps your tax residency status accurate and current

Go Paperless: Elect Your Electronic W-2

Available weeks before mailed copies · Secure, anytime access · One click in Self-Service

Resources, Anytime

Submit a Ticket

help.rit.edu

Questions on your specific pay

Reference Website

rit.controllers-payroll.edu

Forms, guides & this info for later

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The Basics: How you are paid

Your 9-month academic contract, paid evenly across all 12 months, July 1 – June 30th

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Pay Periods per year

Paid Semi -Monthly

**15th & Last
Business Day**

**Your two pay dates,
year round**

\$72,000

9-month Contract Example

To spread your 9-month salary evenly across all 12 months, Payroll uses a deferral system. That system is what creates the Pre-Pay and Post-Pay line items you'll see on your pay slip — we'll walk through exactly when.

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Your Annual Pay Cycle - Pre and Post Pay

July 1 – June 30th ; Same three-part pattern, every year — based on a \$72,000 example (≈\$3,000/period)

July 15
July 31
August 15

Aug 16 – May 15
18–21 pay periods

May 31
June 15
June 30

↺ Cycle repeats every year

* Your first year also includes a Fiscal Year Adjustment, spreading your start-of-year pay evenly across your initial 21 pay periods.

● Pre-Pay Advance

Jul 1 – Aug 15 · You're paid ~\$9,000 in advance of next year's work. If you don't return, this is what you'd owe back.

● Academic Pay Period

Aug 16 – May 15 · You earn academic pay (≈\$3,000/period). A Post-Pay Deferral line quietly builds on your payslip.

● Post-Pay Payout

May 16 – Jun 30 · The deferral pays out — you'll see extra income on top of your normal pay for these 3 periods.

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Your Annual Pay Cycle - First Year

Year 1 skips the Pre-Pay period — based on a \$72,000 example (≈\$3,000/period)

No Pre-Pay

Aug 16 – May 15
21 pay periods

May 31
June 15
June 30

Fiscal Year Adjustment paid through the end of the post pay period.

● Fiscal Year Adjustment

To make a first year contract whole, the amount from the Prepay period are paid throughout the first 21 pay periods.

*Surprises some when the amount is lower

● Academic Pay Period

Aug 16 – May 15 · You earn academic pay (≈\$3,000/period). A Post-Pay Deferral line quietly builds on your payslip.

● Post-Pay Payout

May 16 – Jun 30 · The deferral pays out — you'll see extra income on top of your normal pay for these 3 periods.

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Not on a 9-Month Contract? Same Idea Applies.

The mechanics you just saw hold for longer academic-year contracts too — just adjusted.



** Today's example. Longer contracts mean fewer Post-Pay periods — you're still actively working into May, June, or July.*

● Summer Salary

Additional pay some faculty earn over the summer months. It runs through this same Pre-Pay / Post-Pay deferral system — layered on top of your regular pay.

● Special Faculty Assignment

Less common, but same idea: certain special assignments also layer Pre-Pay / Post-Pay deferral logic onto your regular pay.

Not sure which applies to you? Check your appointment letter or ask us at help.rit.edu.

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Why We Structure Pay This Way

It's not arbitrary — it's a federal compliance requirement.

The Premise

The university can only bill federal grants for work performed during the active periods — not before, not after.

That means salary and grant charges must line up precisely with when the work actually happens.

The Result

- Your 9-month salary is still smoothed into 12 months of pay, for your convenience
- Pre-Pay and Post-Pay Deferral lines are simply timing adjustments — not extra or missing pay
- They keep your pay compliant with grant rules behind the scenes

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If You Don't Return by August 1...

This happens more often than you'd think — here's how to avoid being surprised.

\$9,000

owed back to the university

(3 pay periods, based on a \$72,000 salary example)

That's the Pre-Pay Advance you received for a fall term you ultimately didn't work.

What Happens Next

1 We reach out

Payroll contacts you directly to confirm the exact amount owed.

2 We agree on a plan

Together we set up a repayment plan that works for you.

3 We track it through

We monitor the plan and reconcile it until it's resolved.

Planning to leave before the fall term? Tell us early — it's far easier to adjust ahead of time.

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Understanding Your Pay slip –

The Earnings and what they mean

● Academic Pay – PRE_PAY

Amount Paid prior to the beginning of the Academic Period

● Academic Pay Earned

Your Base Pay Calculated over the Academic Calendar (18-21 Periods)

● Academic Pay – Deferral POST

Builds the amount to be paid after the academic Calendar beginning May 16

● Academic Pay – Deferral PRE

Relieves the liability of the amount PRE-PAID across the academic calendar

● Academic Pay – POST-PAY

Amount Paid after the Academic Period from May 16 – June 30th

Questions?

Submit a ticket, any time:

help.rit.edu

A full payslip FAQ is in the works — for now, we're one ticket away.

Welcome to the team — we're glad you're here.

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