5.1.2 Salary Payment

Formerly Known As Policy Number:
5.1.B

Stanford paydays are the seventh and twenty-second of each month or the nearest preceding working day if the payday falls on a weekend or holiday. Most faculty members choose to have their paychecks deposited directly into their bank accounts. Arrangements for direct-deposit may be made with the Payroll Office; on paydays a statement of earnings and deductions is sent online rather than a paper statement. For those faculty who do not elect direct-deposit, checks will be delivered to their primary department.

Each paycheck includes a statement which shows the legally-mandated amounts taken from pay such as Federal withholding tax, California withholding tax, State Disability Insurance (SDI) or Voluntary Disability (VDI) tax, and Social Security tax (FICA), plus any reductions or deductions that have been authorized in writing, such as retirement and other benefit plans, credit union deposits, loan payments, and contributions to United Way and Stanford University. A payroll deduction continues until it expires or until a change or termination is authorized.

A faculty member on a nine-month academic year calendar during the University’s fiscal year (September 1 through August 31) may elect prior to September 1, in writing or by email, to have his or her salary paid over a nine, ten, or twelve-month period, commencing September 1, on the bi-monthly Stanford paydays described above. Any such election shall be irrevocable, once the academic year has begun. In the absence of an election for a given academic year, the election in effect for the preceding academic year shall apply. If no election is made or carries over from a prior year, salaries shall be paid over a nine-month period.