



University of Phoenix® Academic Operations

2013-2014 Faculty Payroll & Benefits Schedule



2013-2014 Faculty Payroll & Benefits Schedule

Table of Contents

2013-2014 Faculty Payroll & Benefits Schedule	2
2013-2014 Bi-weekly Faculty Pay Dates	3
Compensation	4
Faculty Pay Categories	4
Maintaining Active Status.....	4
2013-2014 Faculty Pay Rates	5
Doctorate Pay Categories	6
Group and Directed Study Courses.....	6
Class Size Additional Stipend	6
Non-classroom Event (NCE) Payments	7
Faculty Expense Reimbursement.....	7
Human Resources Information	8
Pay Statements.....	8
Direct Deposit	8
Faculty Pay History	8
Change of Address Instructions	8
Name Changes	9
Employment Verification	9
Faculty Benefits.....	10
401(k) Savings & Investments.....	10
Faculty Referral Payments.....	10
Faculty Incentive Program.....	10
Honorarium Payments	10
Stock Purchase Plan.....	11
Tuition Discount Program.....	11
Faculty Payroll Contacts	13

2013-2014 Bi-weekly Faculty Pay Dates

Faculty are compensated in two payments for each class they teach. To receive the first payment (2/3 of the total payment), faculty attendance must be recorded on or before the faculty cut-off date (see chart below). Online attendance is calculated by posting on two different days once the class has begun. Postings made prior to the start date do not count toward attendance. Local campus attendance is calculated based on the course roster signatures. **Please also note that it is your attendance and not the acceptance of the course contract that initiates the first course payment.**

To receive the final payment (1/3 of the total payment), final grades for each student must be posted and recorded on or before the faculty cut-off date (see chart below). Inappropriate grade submittal can result in a delay in payment. Please be sure to save a copy of the grade submittal confirmation email you receive after submitting the grades.

Please note these dates are subject to change based on business needs. There may be occasions when submissions that occur after the stated cut-off deadline are included in a pay cycle, but these events are rare and do not indicate the ability of faculty payroll administrators to override deadlines.

Faculty Pay Date To receive payment on:	Faculty Cut-off Date Attendance/Grades must by recorded by:	Faculty Pay Date To receive payment on:	Faculty Cut-off Date Attendance/Grades must by recorded by:
Friday, 09/13/2013	Saturday, 09/07/2013	Friday, 03/07/2014	Saturday, 03/01/2014
Friday, 09/27/2013	Saturday, 09/21/2013	Friday, 03/21/2014	Saturday, 03/15/2014
Friday, 10/11/2013	Saturday, 10/05/2013	Friday, 04/04/2014	Saturday, 03/29/2014
Friday, 10/25/2013	Saturday, 10/19/2013	Friday, 04/18/2014	Saturday, 04/12/2014
Friday, 11/08/2013	Saturday, 11/02/2013	Friday, 05/02/2014	Saturday, 04/26/2014
Friday, 11/22/2013	Saturday, 11/16/2013	Friday, 05/16/2014	Saturday, 05/10/2014
Friday, 12/06/2013	Saturday, 11/30/2013	Friday, 05/30/2014	Thursday, 05/22/2014
Friday, 12/20/2013	Saturday, 12/14/2013	Friday, 06/13/2014	Saturday, 06/07/2014
Friday, 12/27/2013	Thursday, 12/19/2013	Friday, 06/27/2014	Saturday, 06/21/2014
Friday, 01/10/2014	Saturday, 01/04/2014	Friday, 07/11/2014	Thursday, 07/03/2014
Friday, 01/24/2014	Thursday, 01/16/2014	Friday, 07/25/2014	Saturday, 07/19/2014
Friday, 02/07/2014	Saturday, 02/01/2014	Friday, 08/08/2014	Saturday, 08/02/2014
Friday, 02/21/2014	Thursday, 02/13/2014	Friday, 08/22/2014	Saturday, 08/16/2014

Compensation

Faculty Pay Categories

There are **nine** different pay categories for faculty members that are determined by the following criteria: the number of courses taught at any University of Phoenix campus and the faculty member's yearly length of service, which is calculated by the anniversary of the start date of the first contracted course. You will receive an email notification once your pay category has advanced to the next level.

The anniversary date is used to calculate the number of years of service, which is the date of the first contracted class you began with the University. Please note that this is the first paid course start date and not the start date of the faculty member's training session. If you do not see a pay category increase in the course following your anniversary date, please contact your payroll administrator to verify when the adjustment will occur.

Category	Number of Courses Taught	Length of Service Since 1 st Contracted Course	Maintain Active Status
A	0 - 5	No requirement	1 course per year
B	5 or more	1 year or more	1 course per year
C	6 or more	2 years or more	1 course per year
D	7 or more	3 years or more	1 course per year
E	8 or more	4 years or more	1 course per year
F	9 or more	5 years or more	1 course per year
G	10 or more	6 years or more	1 course per year
H	11 or more	7 years or more	1 course per year
I	12 or more	8 years or more	1 course per year

Maintaining Active Status

In order to advance each year to the next pay category, faculty members must maintain active status. Faculty with continuous teaching service who remain active by teaching at least one class every twelve (12) months are eligible to advance pay categories provided the above conditions are met.

At the discretion of the University and after a period of six (6) consecutive months with no scheduled courses, a faculty member may be placed on inactive status and may no longer eligible to be offered courses (the period of six (6) consecutive months is calculated from the last course start date). A faculty member may be reactivated based on campus needs and if they were in good standing at the time of their inactivation. The faculty member's anniversary date may also be extended according to the length of time the faculty member has not taught for UOPX.

2013-2014 Faculty Pay Rates

The following pay rates are for standard-length courses only. There may be additional pay differences at your campus or for courses that fall outside of the standard lengths. Please check with your payroll administrator for payment questions for a particular course.

Payment by Pay Category (Per Standard Length Course)									
COURSE LEVEL TYPE	A	B	C	D	E	F	G	H	I
Associate *** (9 week model)	\$1320	\$1366	\$1414	\$1464	\$1515	\$1568	\$1623	\$1679	\$1738
Undergraduate *** (5 week model)	\$1015	\$1051	\$1087	\$1125	\$1165	\$1206	\$1248	\$1291	\$1337
Graduate *** (6 week model)	\$1300	\$1346	\$1393	\$1441	\$1492	\$1544	\$1598	\$1654	\$1712
Continuing Teacher Education (6 week model)	\$1416	\$1416	\$1608	\$1608	\$1608	\$1608	\$1710	\$1710	\$1710
Non-Degree (1 week model)	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
UNIV/100 & UNIV/101 Orientation	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Doctoral Courses (Per Contract)	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260
Doctoral Courses Dissertation (Per Contract)	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250
Associate Directed Study (per week)	\$24	\$24	\$24	\$24	\$24	\$24	\$24	\$24	\$24
Undergraduate and Graduate Directed Study (per week)	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
Doctoral Directed Study (per Contract)	\$285	\$285	\$285	\$285	\$285	\$285	\$285	\$285	\$285

***The Associate, Undergraduate, and Graduate course types also include an additional stipend for doctorally-prepared faculty. Faculty members possessing a doctoral degree from a U.S. regionally accredited institution or international equivalent will begin receiving the doctoral stipend once Academic Operations has received an official transcript copy from the awarding institution.

The doctoral stipend for the Associate 9-week model and Undergraduate 5-week model is an additional \$150 per course, and the stipend for the Graduate 6-week model is an additional \$300 per course. The additional amount is added to the total contract pay and prorated for courses that fall outside of these standard lengths.

Doctorate Pay Categories

Faculty members who have a doctorate degree conferred from a regionally accredited U.S. institution or international equivalent or an ABA accredited Juris Doctorate may qualify to receive a doctoral stipend in addition to the standard contract pay. ***The transcript must show that the degree has been conferred and the transcript must be on file with the Faculty Records department before a faculty member can begin receiving the stipend.***

Once your doctorate degree has been received, a “D” will be added to your current pay category to indicate that you are eligible to receive the doctoral stipend on all future contracts. For example, if your previous pay category was C, once your qualifying doctorate degree is received you will receive an email notification explaining you have advanced to the CD pay category and are then eligible to receive the doctoral stipend. Please note that all outstanding contracts will be updated to reflect the increased rate; however, the stipend cannot be applied retroactively for course contracts that have already paid in full.

The turnaround time for updates is approximately **five business days from the receipt of the official transcripts**. Please have an official copy of your transcripts sent to the Faculty Records department through either option below to qualify for the doctorate pay rate:

1. Request an official copy to be mailed to the address below:

University of Phoenix
Attn: Faculty Records
Mail Stop: CF-S701
1625 W. Fountainhead Pkwy
Tempe, AZ 85282

2. If the institution you attended can deliver an electronic version of your transcript, please request an official copy of the electronic transcript be sent to escriptrans@phoenix.edu. Please provide 48 hours for UOPX Faculty Records to receive the transcript order. You may email the UOPX Faculty Records department at escriptrans@phoenix.edu to verify reception of the electronic transcript.

Group and Directed Study Courses

Group study courses are paid in **two payments** based on attendance and the posting of final grades as noted above in the *Faculty Bi-weekly Payroll Dates* section.

Directed study courses are paid in **one payment**. Payment is made in full after the student's grade has been submitted and once the grade information has been updated in the Central Administration database. If a student withdraws from a directed study course, then a partial payment based on the number of weeks the student attended may be generated.

Class Size Additional Stipend

Faculty members may earn additional compensation for teaching a class with increased class size. The additional students must receive final grades of A, B, C, D, F, or I for additional compensation to be added to the final payment.



For **Online and FlexNet courses**, a stipend of \$50 is automatically added to the final course payment for each student beyond a class size of 18 who earns a grade at the end of the class. For example, if a faculty member has 19 students who receive final grades, then \$50 will be added to the final payment.

For **Online School of Advanced Studies courses**, a stipend of \$50 is automatically added to the final course payment for each student beyond a class size of 15 who earns a grade at the end of class.

For **Local Campus courses**, a stipend of \$35 is automatically added to the final course payment for each student beyond a class size of 20 who earns a grade at the end of the class.

Non-classroom Event (NCE) Payments

Non-classroom events consist of commitments between faculty members and University of Phoenix campuses for services rendered that are outside standard course payment parameters. These include faculty certification, workshop facilitation, classroom performance reviews, mentorships, and other non-classroom events that necessitate faculty compensation. These payments are based on campus need and processed manually based upon the completion of each non-classroom event.

Faculty Expense Reimbursement

Some faculty expenses such as mileage or meals may be eligible for reimbursement based on campus policy. Please contact your campus for specific details on what items may be eligible.



Human Resources Information

Pay Statements

Pay statements and W-2's are available via ADP's iPay website in addition to your MyPay account.

1. To view on the **ADP iPay** site you must register and you can find detailed registration instructions on your faculty webpage by clicking on **Account**, then **My Benefits**, and then on the **iPay Instructions** in the **Compensation** section.
2. To view on the **MyPay** site you must also register. Please [click here](#) for detailed instructions on how to access the MyPay website as well as other features on the MyPay site.

Direct Deposit

Direct deposit is available to all faculty members, and you may sign up by logging into your [MyPay](#) account and selecting the **Update My Direct Deposit** link from your homepage. Please [click here](#) for detailed instructions on how to access the MyPay website and update direct deposit information.

*****Please note that if you make any changes to your direct deposit account, then your next payment will be issued in the form of a live check. Please verify that your correct mailing address is on file within your MyPay account, as it will take up to two pay cycles to process the account change.***

Faculty Pay History

The Faculty Pay History located on the faculty web page displays a history of all the payments that have been made. This feature is available on each pay date and can be accessed on the [MyPay](#) website.

To locate your pay history, click on the **Current Pay Statement** link and then **Time & Attendance**. Expand the last date of the pay period to see the codes below for more details.

FP1 = Class earnings

FP2 = Non-class earnings (NCEs)

ACD = Curriculum Dev.

Change of Address Instructions

Faculty members are required to notify the University of any address changes and must reside in the United States to facilitate classes unless they have prior authorization from Human Resources. Please follow the steps below to report an address change.

1. There are currently two places to make updates to your demographic information: eCampus and MyPay
 - a. Update your address and phone number on your eCampus faculty web page by logging into eCampus and then select **Account** and then **Change Address**.



- b. Update your official employee record for scheduling and payroll purposes by logging into your [MyPay](#) account and then select the **Update My Address and Phone Number** link.
2. If you have moved to another state, then you will need to update your tax information which can also be done electronically within the MyPay site. Log into your [MyPay](#) account and select the **Update My Taxes** link.
3. For tax purposes faculty are required to have a residential address on file. If you cannot receive mail to your physical address please email Faculty.Payroll@phoenix.edu to discuss adding a mailing address in addition to your residence.

Name Changes

In order to change your official employee name you must have a signed valid Social Security Card that matches your requested name. If you would like to change your official name of record with the University, please follow the steps below.

1. Log into your [MyPay](#) account and select the **Update My Address and Phone Number** link to enter your new preferred name.
2. Make a copy of your signed Social Security Card that displays the new name.
3. Within 5 business days of your MyPay request, email or fax the Faculty Payroll team with your current name, new name and faculty IRN with the copy of the signed Social Security Card attached: **(480) 333-1140** or Faculty.Payroll@phoenix.edu. Social Security Cards that are not received within 5 business days will not be approved and a new request will need to be submitted.
4. If you do not have a new Social Security Card, you are still able to change your display name that is shown in your classes. You may do so by selecting **Preferences** from the left side of the OLS classroom and adjusting your **Display Name**.

Employment Verification

The Apollo Education Group, Inc. partners with The Work Number® to provide automated employment and income verification for our employees. There are several options to get the information you need instantly. You can find detailed instructions on employment verification by going to your faculty webpage. Click on **Account**, and then **My Benefits**, and then **Employment Verification** under the **Benefits Miscellaneous** section.

Faculty Benefits

401(k) Savings & Investments

Faculty members are eligible for the 401(k) Savings and Investment plan 60 days following the start date of their first class for the next enrollment period. Enrollment periods are offered on a quarterly basis. Please refer to the “Faculty Compensation and Benefits” section of the Faculty Handbook for more information on eligibility requirements. The Faculty Handbook can be found on your faculty webpage by clicking on the **Faculty** tab and looking in the **Faculty Resources & Publications** section. Additional information can also be found on your faculty webpage by clicking on **Account** and then **My Benefits**.

Please note: The 401(k) Savings fund is a pre-tax dollar option for faculty members. Apollo Education Group, Inc. does not offer matching contribution benefits.

Faculty Referral Payments

Faculty members are eligible to receive a referral payment by referring qualified people to a University of Phoenix campus who become faculty members. The candidate must provide the name of the faculty member who referred them to their faculty recruiter. A referral payment of \$150 will be processed once the candidate has successfully completed the 4-week Faculty Certification and the Faculty Mentorship process.

Faculty Incentive Program

The Faculty Incentive program is meant to recognize the significant contributions made by the University’s senior faculty members. This program allows qualifying individuals the opportunity to receive an equity award of Apollo Education Group, Inc. Class A Common Stock based upon meeting certain criteria during the calendar year. The details of this program can be found on your faculty webpage by clicking on **Account** and then **Faculty Incentive Program** in the **Human Resources** section.

Honorarium Payments

The Faculty Honorarium Program is designed to recognize faculty members who have demonstrated affiliation with University of Phoenix within published works and/or presentations in a public forum. Not all public forums are considered appropriate for honoraria and the University reserves the right to evaluate both the appropriateness of the scholarship and the forum in which it is presented.

In order to qualify for the Faculty Honorarium Program, these presentations and publications must meet both the University’s definition of [scholarship](#) and the following guidelines:

1. Faculty must provide adequate documentation in order to demonstrate the completion of the scholarship activity (for example: conference agenda, brochure, link to conference website, physical publication, copies of publication, link for online publication, ISBN, etc.).
2. Honorarium documentation must show affiliation with University of Phoenix.
3. Honorarium documentation must show the date of the presentation or publication.



4. Submission to the Faculty Honorarium Program must take place no later than six months after publication or presentation. Faculty cannot submit for an honorarium payment in advance of their presentation or publication.
5. Activity must be unique (faculty member will not receive honorarium pay if the same material is presented at multiple venues).
6. The details of the presentation or publication must be recorded in the Scholarship section of the faculty member's "My Academic Credentials" on the faculty website prior to submitting for an honorarium payment.
7. Each faculty member is eligible to receive a maximum of four honorarium payments per calendar year from University of Phoenix's Faculty Honorarium Program.
8. Faculty member must submit the Honorarium Checklist along with all supporting documentation directly to Academic Operations. Academic Operations will not accept an Honorarium submission from a campus on behalf of a faculty member.

Faculty member submissions meeting the above Faculty Honorarium Program requirements and that have received final approval by Academic Operations are eligible for a \$200 honorarium payment. An email indicating the pay cycle in which the payment will be included will be sent to faculty whose submissions are approved by Academic Operations. Payments are processed within two pay cycles following the approval of your honorarium documentation.

The Faculty Honorarium Program information can be found on your faculty web page by clicking on the **Account** tab and **My Benefits** under **Compensation** section. Please complete the Honorarium Checklist and fax, mail, or scan and email the coversheet with your honorarium documentation to the Faculty Records department below:

University of Phoenix
Attn: Faculty Records - Honorarium
Mail Stop: CF-S701
1625 W. Fountainhead Pkwy
Tempe, AZ 85282
Fax: 602-735-7172
Email: Honorarium@phoenix.edu

Stock Purchase Plan

Faculty members are eligible for the Stock Purchase Plan on their one-year anniversary from the start date of their first class. Please refer to the "Faculty Compensation and Benefits" section of the Faculty Handbook for more information on eligibility requirements. The Faculty Handbook can be found on your faculty webpage by clicking on the **Faculty** tab and looking in the **Faculty Resources & Publications** section. Additional information can also be found on your faculty webpage by clicking on **Account** and then **My Benefits**.

Tuition Discount Program

Active faculty members, faculty spouses, domestic partners, and faculty dependents are eligible to attend University of Phoenix courses at a discounted rate. Faculty members are eligible for tuition discount upon completion of teaching their fifth course (at any campus) and must facilitate at least two courses each calendar year as the primary instructor to continue receiving the discount.



Please refer to the “Faculty Compensation and Benefits” section of the Faculty Handbook for more information on eligibility requirements. The Faculty Handbook can be found on your faculty webpage by clicking on the **Faculty** tab and looking in the **Faculty Resources & Publications** section.

The Faculty Request for Tuition Discount form can be found on your faculty web page under **Account** and then **My Tuition Waivers**. Please fax, mail, or scan and email the completed form to the Faculty Payroll department below:

University of Phoenix – Academic Operations

Attention: Faculty Payroll

Mail Stop: CF-S701

1625 W. Fountainhead Pkwy

Tempe, AZ 85282

Fax: 602-627-1177

Email: FacultyTuitionDiscount@phoenix.edu



Faculty Payroll Contacts

Questions regarding payroll information can be directed to our general payroll secure inbox at:

Faculty.Payroll@phoenix.edu

If you prefer to contact the faculty **Payroll Administrator** assigned to your college or campus, you can locate their contact information on your faculty webpage. Under the **Quick Links** section, click on **Faculty Payroll Contacts** to locate the payroll administrator for your campus.