



University of Phoenix® Academic Operations

# 2011-2012 Faculty Payroll & Benefits Schedule





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## 2011-2012 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. 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, 09/02/2011	Saturday, 08/27/2011	Friday, 03/16/2012	Saturday, 03/10/2012
Friday, 09/16/2011	Saturday, 09/10/2011	Friday, 03/30/2012	Saturday, 03/24/2012
Friday, 09/30/2011	Saturday, 09/24/2011	Friday, 04/13/2012	Saturday, 04/07/2012
Friday, 10/14/2011	Saturday, 10/08/2011	Friday, 04/27/2012	Saturday, 04/21/2012
Friday, 10/28/2011	Saturday, 10/22/2011	Friday, 05/11/2012	Saturday, 05/05/2012
Thursday, 11/10/2011	Thursday, 11/03/2011	Friday, 05/25/2012	Saturday, 05/19/2012
Friday, 11/25/2011	Thursday, 11/17/2011	Friday, 06/08/2012	Saturday, 06/02/2012
Friday, 12/09/2011	Saturday, 12/03/2011	Friday, 06/22/2012	Saturday, 06/16/2012
Friday, 12/23/2011	Saturday, 12/17/2011	Friday, 07/06/2012	Thursday, 06/28/2012
Friday, 01/06/2012	Thursday, 12/29/2011	Friday, 07/20/2012	Saturday, 07/14/2012
Friday, 01/20/2012	Thursday, 01/12/2012	Friday, 08/03/2012	Saturday, 07/28/2012
Friday, 02/03/2012	Saturday, 01/28/2012	Friday, 08/17/2012	Saturday, 08/11/2012
Friday, 02/17/2012	Saturday, 02/11/2012	Friday, 08/31/2012	Saturday, 08/25/2012
Friday, 03/02/2012	Saturday, 02/25/2012		



# Compensation

## Faculty Pay Categories

There are **9** 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 <sup>st</sup> 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 be 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.



## 2011-2012 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
<b>Associate *** (9 week model)</b>	\$1320	\$1366	\$1414	\$1464	\$1515	\$1568	\$1623	\$1679	\$1738
<b>Undergraduate *** (5 week model)</b>	\$1015	\$1051	\$1087	\$1125	\$1165	\$1206	\$1248	\$1291	\$1337
<b>Graduate *** (6 week model)</b>	\$1300	\$1346	\$1393	\$1441	\$1492	\$1544	\$1598	\$1654	\$1712
<b>Continuing Teacher Education (3 week model)</b>	\$708	\$708	\$804	\$804	\$804	\$804	\$855	\$855	\$855
<b>Non-Degree (1 week model)</b>	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
<b>UNIV/100 &amp; UNIV/101 Orientation</b>	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
<b>Doctoral Courses (Per Contract)</b>	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260	\$2260
<b>Doctoral Courses Dissertation (Per Contract)</b>	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250	\$1250
<b>Associate Directed Study (per week)</b>	\$24	\$24	\$24	\$24	\$24	\$24	\$24	\$24	\$24
<b>Undergraduate and Graduate Directed Study (per week)</b>	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
<b>Doctoral Directed Study (per week)</b>	\$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 Associates and Undergraduate level is an additional \$150 per course, and the stipend for the Graduate level is an additional \$300 per course, which is added to the standard contract pay.**



## Doctorate Pay Categories

Faculty members who have a doctorate degree conferred from a U.S. regionally accredited 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 **5 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-P301**  
**3157 E. Elwood St.**  
**Phoenix, AZ 85034**

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](mailto: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](mailto: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 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 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.



## Human Resources Information

### Change of Address Instructions

If you have a new address and/or a new phone number, then it is important to follow the steps below.

1. Update your address and phone number on your faculty webpage. You can update your address by clicking on **Account** and then **Change Address**.
2. If you have moved to another state, then you will need to complete a new state tax form. This form is located on your faculty webpage. Click on **Account** and then **Tax Forms** under the **Human Resources Services** section to locate the state tax forms.
3. Email the Faculty Payroll team with your new address, phone number, and tax forms (if applicable) so they may update both the payroll and Human Resources database, which is where your paycheck is generated:  
[Faculty.Payroll@phoenix.edu](mailto:Faculty.Payroll@phoenix.edu)

### Name Changes

If you would like to change your official name of record with the University, please follow the steps below.

1. Make a copy of your signed Social Security Card that displays the new name.
2. Email the Faculty Payroll team or your payroll administrator with your current name, new name and faculty IRN with the copy of the signed Social Security Card attached: [Faculty.Payroll@phoenix.edu](mailto:Faculty.Payroll@phoenix.edu)
3. If you will 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 adjust your **Display Name**.

### 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 approximately 24 hours before each pay date to help you prepare for the distribution of the payments. This listing may also serve as a reference when determining which classes an instructor has taught throughout the year. To locate your pay history, click on **Account** and then **My Pay Records** in the **Human Resources Services** section.

### iPay Statements

iPay is an excellent feature that allows you to view your payroll information. Once you have registered on the ADP iPay website, you can access your pay statements and W-2s electronically. Please note that we cannot re-send a W-2 that was mailed to an incorrect address on file; however, you can print the form directly from the ADP iPay website.

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.

### Direct Deposit





## Sign-up

Direct deposit is available to all faculty members, and you may sign up by completing the Apollo Group, Inc. direct deposit form. You have the option available to make a direct deposit into two separate accounts. For **checking accounts**, please provide a voided check with your form. For **savings accounts**, please provide a signed letter from your bank that includes your account and routing number. You may also use the Direct Deposit Bank Form located on your Faculty Webpage under **Account**, then **My Benefits**, in the **Compensation** section.

If you are a new faculty member teaching your mentorship course, then please note that your first check will be a live check sent to your mailing address. It may take **up to two payroll cycles** before your first automated direct deposit will occur.

The direct deposit form is located on your Faculty Webpage. Click on **Account**, then **My Benefits**, and then on the **Direct Deposit Form** in the **Compensation** section to locate the form. Please fax your direct deposit form along with your voided check or bank form (for savings accounts) directly to your payroll administrator, or you may email it to our secure inbox at: [Faculty.Payroll@phoenix.edu](mailto:Faculty.Payroll@phoenix.edu).

## Updates or Cancellation

You may change or cancel your direct deposit simply by submitting a *new* direct deposit form. **Any changes or cancellations will not be processed without this form.** For a cancellation, please provide the Direct Deposit form with the cancellation indicated. If you would like to change your direct deposit account, please make sure to include the new account information. For **checking accounts**, please provide a voided check with your form. For **savings accounts**, please provide a signed letter from your bank that includes your account and routing number. You may also use the Direct Deposit Bank Form located on your Faculty Webpage under **Account**, then **My Benefits**, in the **Compensation** section. Please send any updates directly to your payroll administrator, or you may email it to our secure inbox at: [Faculty.Payroll@phoenix.edu](mailto:Faculty.Payroll@phoenix.edu).

***\*\*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 with your payroll administrator, as it may take up to two pay cycles to process the account change.***

## Employment Verification

The Apollo Group 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 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 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 **2011 Faculty Incentive Program** in the **Human Resources** section.

### Honorarium Payments

Faculty members are eligible for an honorarium payment of \$200 by referring to University of Phoenix in publications and/or presentations.

1. Honorarium documentation **must** show affiliation with University of Phoenix.
2. Honorarium documentation **must** show the date of the presentation or publication.
3. The presentation or publication **must** have been completed **within the last six months** of submission (Please note: faculty cannot submit for an honorarium payment in advance of the presentation or publication).
4. The subject matter of the presentation or publication must be related to the content area in which the instructor teaches for University of Phoenix.
5. The details **must** be recorded in the Scholarship section of the faculty member's **My Academic Credentials** on the faculty web site.
6. There is a maximum limit of **four honorarium payments per calendar year**, and they must be approved by Academic Operations.

The Honorarium Coversheet can be found on your faculty web page by clicking on the **Account** tab and **My Benefits** under **Compensation** section. Please complete the Honorarium Coversheet 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**  
**3157 E. Elwood Street**  
**Phoenix, AZ 85034**  
**Fax: 602-735-7172**  
**Email: [Honorarium@phoenix.edu](mailto:Honorarium@phoenix.edu)**

Once processed, you will receive an email indicating the pay cycle in which the payment will be included. Payments are generally processed within 2 weeks of the submission of your honorarium documentation upon approval by Academic Operations.

## 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 Publications and Resources** 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**. Once you have completed the form, please fax it to **(602) 627-1177** or you can mail or email the form to:

**University of Phoenix – Academic Operations**  
**Attention: Online Faculty Payroll**  
**3157 E. Elwood Street**  
**Phoenix, AZ 85034**  
**Mail Stop: CF-P301**  
**Email: [FacultyTuitionDiscount@phoenix.edu](mailto:FacultyTuitionDiscount@phoenix.edu)**

## Faculty Payroll Contacts



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

[Faculty.Payroll@phoenix.edu](mailto: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.