

**TENURE-TRACK FACULTY**  
**Payroll & Benefits**

**FREQUENTLY ASKED QUESTIONS**

1. What is the first pay date for the Fall 2018 semester?
  - a. **September 14, 2018**, and then every 2 weeks thereafter.
  
2. What should I know about the difference between 20 & 26 pays?
  - a. Paychecks are issued on a biweekly basis. The total pay you receive on either cycle is the same.
  - b. If you are on a 20-pay cycle your pay per semester is disbursed across 10 paychecks each semester. On the 20-pay cycle you do not receive paychecks during the summer months.
  - c. If you are on a 26-pay cycle your pay per semester is disbursed across 13 paychecks, such that the first three checks you receive in the spring semester are actually your fall semester pay. Your spring pay is stretched out over the summer months.
  - d. If you are on a 26-pay cycle and, for some reason, are on an unpaid leave of absence in the fall your spring pay will be spread out over 16 pays instead of 13 pays to ensure that you do not go without pay for the first six weeks of the spring semester. Ultimately you will receive the same amount as all other faculty members at your rank and step.
  
3. Can I change my pay option once I begin employment?
  - a. You can only change your pay option effective with the start of each fall semester. Open Enrollment for changing your pay option is in April of each year.
  
4. When do my benefits take effect?
  - a. Your benefits are effective on the first day of your contract (**August 18, 2018**) with the exception of State Paid Life Insurance, which is effective after a three-month waiting period.
  
5. How long do I have to make decisions about my benefits choices?
  - a. You have 30 days from the effective date of your contract; however, any decisions made after **Monday, September 3, 2018** cannot be processed in time for the first fall pay. As a result you will see double deductions taken for benefits in your second pay and the premiums for medical coverage will be taken as a post-tax deduction.
  
6. When will I receive my benefit cards?
  - a. Your medical card(s) will be mailed to your home address within 3-4 weeks of the date you submit your medical insurance enrollment form to the Human Resources office. Please make sure that HR has an accurate mailing address for you.
  
7. What about cards for my Dental, Vision, and Hearing plans?
  - a. These plans are administered by the APSCUF Health & Welfare Fund. You will receive additional information about these plans during the orientation program or you can visit their website, [www.pafac.com](http://www.pafac.com).

8. Can I change my retirement plan once I begin employment?
  - a. Unfortunately, no, you will not be able to switch between the three types of retirement plans once you begin employment. However, if you choose to participate in the ARP plan, you may change between the two vendors (TIAA and Fidelity) at any time.
  
9. What should I do if I have to see a doctor before receiving my medical and/or supplemental insurance cards?
  - a. Ideally, all doctor appointments should be scheduled four to six weeks after your date of hire in order to allow time to receive your cards. If you must schedule an appointment prior to receiving your cards, please contact Vicky Giunta in the Human Resources Office as far in advance of your appointment as possible. Vicky can be reached at [vgiunta@wcupa.edu](mailto:vgiunta@wcupa.edu) or 610-436-2346.
  
10. When can I sign up for my benefits?
  - a. Two benefits sessions have been reserved for new tenure-track faculty in coordination with the New Faculty Orientation schedule. Pre-registration is required (see New Faculty Checklist). Remember to bring potentially needed documents, such as a marriage license, birth certificates, etc.
    - **Monday, August 13, 2018 9:45 am – 11:45 am or 2pm - 4pm (Sykes Ballroom C)**
      - ❖ Your ID Authorization Form may be picked up during this session. It is required so that you can pick up your ID.
  - b. There also will be an opportunity on day four of the New Faculty Orientation (Philips Lower Level Conference Room 1:45 to 3:45pm) to turn in your benefits paperwork, ask questions, and get further clarification on the benefits available to you.