

## Memorandum

Date: August 15, 2024

To: Salaried Graduate Students

From: The Office of Academic Resources | Office of the Provost

Subject: **Important Update: Transition to Semi-Monthly Payroll Starting Fall 2024**

As we are preparing for the fall semester, I want to share with you an important update as it relates to your Salaried Graduate Student Role. Beginning in Fall 2024, your Salaried Graduate Student appointment will be transitioning to a semi-monthly pay structure. This change is in response to feedback the university administration received and aims to best serve your financial needs.

Starting September 2024, your monthly salary will be distributed in two equal installments on a semi-monthly basis. Payments will be made on the 1<sup>st</sup> and 15<sup>th</sup> of each month, if those days fall on a weekend or holiday the payment on the next available business day. Please note that your overall rate of pay, as stated in your current offer letter, will remain unchanged. This adjustment only affects the frequency of your paychecks. If you are enrolled in benefits, your contribution due will be deducted on the mid-month check which will impact the amount paid to you on that particular check for the month.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to the Office of Academic Resources at [academic.resources@unt.edu](mailto:academic.resources@unt.edu)

Thank you.