

## TERMINATING AY BENEFITS ELIGIBLE FACULTY

### Benefit Information

**Benefits for terminating faculty members (18 pay and 24 pay) continue through August 14, 2023.**

**2023-2024 Appointment Dates:  
8/15/23 – 5/14/24 (18PP)  
8/15/23 – 8/14/24 (24PP)**

**Use the Faculty Transaction form to process the termination for all faculty types (tenured, tenure track and terminal)**

**Request a transaction form via email to:  
[hr-hris@wmich.edu](mailto:hr-hris@wmich.edu).  
Please include the employee's name, EmplID, position number, and fund/cost center.**

#### QUESTIONS?

Office of the Provost: 387-2380  
Human Resources: 387-3620  
[hr-hris@wmich.edu](mailto:hr-hris@wmich.edu)  
Office of University Budgets:  
387-4275

### End of a Terminal Appointment (Faculty is NOT being rehired)

- Please use a termination effective date of 8/14/2023.
  - For 18 pay option faculty, the last pay is received on pay period SM2310.
  - For 24 pay option faculty, the last pay is received on pay period SM2316.
- Benefits for the faculty member continue through 8/14/2023.

### Resignation (Tenured or Tenured Track)

- Please use a termination date of 8/14/2023.
  - For 18 pay option faculty, the last pay is received on pay period SM2310.
  - For 24 pay option faculty, the last pay is received pay period SM2316.
- Benefits for the faculty member continue through 8/14/2023.

### Retirement

- Please put actual retirement date on the transaction form
  - For AY retirements, last payment will be received at the end of the Spring semester.
  - For mid-year (e.g. end of Fall semester), the last pay is received at the end of the Fall semester.
- For retirements with an effective date after the Spring semester ends, the final pay will be received in the pay period containing the retirement date.
  - 24 pay faculty with 8/31/23 retirement date; payments end on SM2316.
- Benefits for the faculty member continue through 8/14/2023.

### AY Separations Mid-Semester

If the separation occurs during the academic year (e.g. prior to the end of the AY):

- Please put actual termination date on the transaction form.
- The final pay will be received in the pay period containing the termination date. Payment will be subject to the 150-day calculation per the AAUP contract.
- Benefits cease as of the separation date (they do NOT continue).