

Summary Guidelines
Service Appreciation Payments
Purdue University Fort Wayne
November 16, 2021

As Chancellor Ron Elsenbaumer announced on November 16, 2021, Purdue University Fort Wayne faculty and staff will be receiving a one-time service appreciation payment of up to \$1,200 in their upcoming paychecks.

Following is a summary of the eligibility and payment guidelines.

- The one-time service appreciation payments are being made to recognize and celebrate the extraordinary service, commitment, and accomplishments on behalf of students during 2021.
- Full-time faculty and staff hired before October 1, 2021 are eligible to receive a payment. Anyone hired on or after that date will not receive a payment.
- Full-time faculty and staff members hired on or after January 1, 2021 will receive a prorated payment based on length of service during 2021.
- Part-time faculty and staff hired on or after January 1, 2021 will receive a prorated payment based on their percentage of FTE and length of service. Part-time employees hired on or after October 1, 2021 will not receive a payment.
- Limited Term Lecturers (LTLs) will receive a service appreciation payment based on their FTE teaching status for 2021.
- LTLs teaching for the spring 2021 semester are eligible to receive a prorated payment up to \$600.
- LTLs teaching for the fall 2021 semester are eligible to receive a prorated payment up to \$600.
- LTLs teaching for both the spring 2021 and fall 2021 semesters are eligible to receive up to the full \$1,200 payment, prorated based on their percentage of FTE.
- Graduate students, temporary employees, and student employees are not eligible to receive a payment.
- Taxes will be withheld according to regular withholding instructions.
- Monthly paid faculty, staff, and LTLs will receive the payment in their pay on Tuesday, November 30, 2021.
- Biweekly paid staff will receive the payment in their pay on Wednesday, December 1, 2021.
- Only current employees are eligible. Employees must still be employed by the university as of November 30, 2021 in order to receive a payment.
- Questions regarding the service appreciation payment should be directed to Kirk Tolliver, payroll director, at tolliver@pfw.edu.

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