**27th Pay Period Appointment Letter Language**

**Background Information:**

UW-Madison’s current fiscal year ending June 30, 2024, includes a 27th pay period. A 27th pay period occurs once every 11 years.

The extra pay period should not be factored into salary setting for new hires. OHR recommends that appointment letters include a biweekly rate for exempt employees.

**Sample language to put in appointment letters:**

At the full-time annual pay rate of [$ANNUAL RATE] at [PERCENT] % time, your biweekly pay for this appointment will be [$BIWEEKLY RATE] per pay period.