

# University Human Resources

## Enrollment for Faculty Pay Group 9/12 for Academic Year 2024/2025

**This form must be received by the Human Resources Office by September 2, 2024.**

No forms or changes will be accepted beyond that date.

### Criteria for 9-month faculty salary paid over 12 months

- The 12-month period is from September through August of each year.
- While annual salary is the same, the monthly gross amount will decrease. (see example below)
- Employee will not earn any interest on the earned but unpaid salary amount.
- All insurances, retirement, and taxes will be paid over the 12-month period in equal monthly installments.
- Pay for summer work and regular monthly pay will be combined and paid as a single check.
- Elections can be made only once a year, at the beginning of each academic year.
- Election cannot be changed throughout the year.
- **If employee leaves the university, the remaining monies will be paid over the remaining 12 month cycle. There is no lump sum pay out; checks continue on a monthly cycle.**
- If you are leaving/retiring midyear this may not be an option you should consider.
- Foreign nationals are excluded from participating in this pay group

I would like to enroll in 9/12 pay

I would like to drop 9/12 pay and return to 9/9

*Example of salary distribution based on annual salary of \$45,000*

- 9/9: *monthly gross income = \$5,000*
- 9/12: *monthly gross income = \$3,750*

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

FOR HR OFFICE USE ONLY

Date entered: \_\_\_\_\_

Entered by: \_\_\_\_\_