

**ELECTION FORM**

**12 MONTHLY PAYMENTS FOR 10 MONTH APPOINTMENT**

I hereby elect to have my academic year salary paid in 12 equal installments rather than 10. The election will continue until a written request for cancellation is received in the Human Resource Services office or if any changes occur during the academic year to change your 12 equal installments; this election will become void and a new election must be made for the next academic year.

Before you make this election, please read the information below:

- Your contract must be for a full academic year and funding may not be from grant funds. You cannot change FTE during the fiscal year and you are not eligible for this election if you are hired on a semester-by-semester basis.
- Your 12 equal installments will start on the September 1 payroll and continue through the following August 1 payroll.
- The installments are based on your gross salary; not your net salary.
- You are responsible for making adjustments to any optional deductions such as additional withholding as specified on the W-4 form, annuities, or other miscellaneous payroll deductions (Credit Union, United Way, Reserved Parking, etc.)
- Insurance premiums, annuities, and other miscellaneous withholdings will be based on a 12 month period.
- Your retirement system service time will not be affected by having your salary paid in 12 equal installments.
- If you are retiring in this academic year, you are not eligible to use this benefit.

This form must be completed and returned to the Human Resource Services office prior to August 10 for the current academic year.

NAME \_\_\_\_\_ ID \_\_\_\_\_  
(Print or Type)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_