Deferred Pay Option
Election Form for Faculty and Graduate Assistantships
(Department Processor - attach to PAF)

I. Instructions
A. Eligibility
1. Eligible employees per HR-219 (i.e., 9-month faculty and graduate students with a 9-month assistantship) may elect to defer pay by making a deferral election.
2. Positions appointed for a semester, positions which are funded by the Federal Work Study, and all non-exempt (hourly paid) positions are not eligible for Pay Deferral.
B. Process and Deadlines
1. Elections may only occur once per year, *before pay begins for the academic year (e.g., start of the corresponding academic year, upon hire).*
2. Pay deferrals may not be rescinded or changed during the year; however, changes may occur for the next academic year.
3. Failure to elect deferred pay prior to the service beginning will result in the following default pay cycles:
   ▪ Faculty will be paid according to the academic year appointment, unless otherwise specified in the appointment letter.
   ▪ Graduate students will be paid according to the academic year appointment.

II. FACULTY APPOINTMENTS
As an eligible faculty, I choose to be paid as follows:
   According to my academic year appointment (i.e. Aug/Sept through May)

   09/01 – 08/31 Twelve monthly installments

III. GRADUATE STUDENTS WITH ASSISTANTSHIPS
As an eligible graduate assistant, I choose to be paid as follows:
   According to my academic year appointment (i.e. Aug/Sept through May)

   Twelve monthly installments: 08/01 – 07/31 or 09/01-08/31

I understand my choice will remain in effect for the full appointment year and cannot be changed until the next appointment year. Failure to submit an election for succeeding years will result in the prior years' elections being applied to future service periods.

To submit an electronic signature, underline download this form before completing it, then add your elections and electronic signature.

Completed forms should be routed to the College, School, or Divisions Department Payroll/PAF processor by the established deadline.

_____
Printed name

_____   _____
Signed name   Date