

Pittsburg State University
9 Pay 12 Salary Payment Option
(revised August, 2006)

Name: _____ ID#: _____ Dept: _____

Section I. Request for Nine-Month Salary to be Paid in Twelve Installments*

**This option is available only to classified or unclassified employees appointed to benefits eligible positions during the academic year (August through May). It is not available to temporary unclassified employees appointed to positions with no benefits.*

I hereby request that my regular nine-month salary be paid to me under the 9 Pay 12 Salary Payment Option as described below. This request will be effective starting with the first pay day in the 20____ - ____ academic year. It will continue for each subsequent academic year that this option is available through Pittsburg State University, until I submit a Request to Terminate Use of the 9 Pay 12 Salary Payment Option form prior to any August 15th. I understand that any termination of this request will become effective at the start of the next academic year.

In electing this option, I understand that:

- Regular, State of Kansas paychecks will be processed following the pay schedule for academic year appointments. These paychecks will be issued by the State and may be electronically deposited.
- Approximately one-fourth of the net pay for these paychecks will be deducted as a Regents Deduction to the Alumni Foundation (RDAF.) The deduction will be held in a reimbursement account.
- The reimbursement account will be paid over 6 pay dates starting with the first pay date after the last spring academic year paycheck. 1/6 of the balance in the reimbursement account will be paid each pay date except for the last payment which will be for the balance of the reimbursement account. The reimbursement checks will be issued by the PSU Foundation and will be sent to my academic department unless I make other arrangements with Human Resource Services. NOTE: HRS WILL MAKE EVERY EFFORT TO HAVE YOUR 9 PAY 12 PAYCHECK AVAILABLE ON THE SCHEDULED PAY DATE FOR PICKUP IN YOUR PSU OFFICE OR THE HRS OFFICE. IF YOU REQUEST ALTERNATIVE DELIVERY (I.E. MAIL TO YOUR HOME ADDRESS OR BANK VIA U.S. POSTAL SYSTEM), WE CANNOT GUARANTEE THE DATE YOUR CHECK WILL BE RECEIVED AND PROCESSED.
- If I accept a summer appointment, I will receive a pay warrant issued by the State and a reimbursement check from the Foundation.
- If my employment is terminated for any reason during the academic year, the balance in my reimbursement account will be paid to me within 60 days from the effective date of my employment termination.
- This option will not pay any interest on the amount in my reimbursement account. I understand that I can use Electronic Fund Transfer (EFT) or I may be able to make arrangements with my bank or savings institution and receive interest on a reserved amount instead of using PSU's 9 Pay 12 Salary Payment Option.

Employee Signature _____ SS# _____ - _____ - _____ Date _____

Return form to Human Resource Services by August 15th

Section II. Request to Terminate Use of the 9 Pay 12 Salary Payment Option

I hereby terminate my previous request to have my regular nine month salary paid to me in twelve installments starting with the 20____ - ____ academic year.

Employee Signature _____ SS# _____ - _____ - _____ Date _____

Return form to Human Resource Services by August 15th

HRS Use Only

Effective Pay Date: _____ Pay Source Entered: _____ Date: _____