



### Academic Employee Request for Twelve Checks

**PLEASE NOTE: In order for this request to be applicable for the current year, it must be in effect prior to the first academic check of the year**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Whereas, my name is listed in the University budget to have my salary paid to me on an academic basis, or in nine equal payments, I hereby request that my salary be paid to me in twelve payments.

I understand that my salary will be paid over nine months with approximately 25% of the net check withheld as a payroll deduction. During each of the summer months—June, July and August—I will receive a check for one-third of the amount accumulated in the withheld account. Although, I will receive a check every month, I understand that I am paid over nine months.

I further understand that any deductions will be withheld over nine months—Federal and State withholding, insurance payments, retirement and annuity contributions, Credit Union deductions, etc.

The first check will be issued on the last working day of September and the other checks will be issued on the last working day of each month thereafter. This authorization is to continue in effect each year unless I notify you in writing prior to the first academic check of the year.

I also understand that if I request withdrawal of my accumulated salary during the year, I will not be eligible to continue having my salary paid to me on a twelve month basis thereafter but instead will receive my salary in nine equal payments.

If it becomes necessary that I go on Leave Without Pay, it is understood that I must switch back to an academic pay basis.

Should I resign my position, it is understood that the full amount of my accumulated salary will be paid to me at that time.

\_\_\_\_\_  
Employing Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Name (Printed)

I have been offered the opportunity to have my salary distributed on a 12 month basis and have elected to receive my salary on a nine month basis.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature