



**FACULTY DEFERRED PAY OPT IN/OUT FORM 2019/2020**

Please check below next to any and all statements that apply to you for the 2019/2020 academic year (August 2019-July 2020):

I will be banking a semester or more

I will be on a phase-in retirement plan

I will be on a retirement plan

I will be on Sabbatical

I am or will be on an approved medical leave

I will be on R&R

I will be on a leave of absence

I will be on a STRS reduced workload program

I will be ending my 10/11 month contract prior to the completion of the academic year

***If you checked any of the above, you cannot participate in deferred pay – DO NOT Opt In.***  
***If you checked any of the above and currently participate in deferred pay – YOU MUST Opt Out.***

Once a faculty member “Opts In” to deferred pay, he/she will be paid over 12-months. The faculty member shall remain in deferred pay status unless the member submits a cancellation by “Opting Out” via the Deferred Pay Opt In/Out form and submits the completed form to Human Resources.

A faculty member who provides notice that he/she no longer wishes to be in deferred pay status (“Opts Out”) shall be returned to a 10/11-month payment cycle beginning with the August 31, 2019 pay cycle of the upcoming Academic year (August 2019 through July 2020).

Faculty hired mid-year must be paid on a 10/11-month pay cycle until the end of the fiscal year, at which time they may “Opt In” to deferred pay status by submitting such request via Deferred Pay Opt In/Out form to Human Resources.

I understand the terms of receiving my earnings over 12 months and wish to participate (***Opt In***) to the deferred pay program for the 2019/2020 Academic year.

I wish to cancel my participation (***Opt Out***) in the deferred pay plan for the 2019/2020 Academic year.

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

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

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

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

***If you are wanting either In or Out of Deferred Pay for the 2019/2020 Academic year, return this form to Human Resources no later than May 30, 2019.***