

IOWA STATE UNIVERSITY

Request for Twelve Month Pay Option
For Less Than Twelve Month Professional and Scientific,
A-Base Faculty and K-Base Employees

Professional and Scientific, A-base Faculty and K-base employees are eligible to elect a twelve month payment option of their regular less than twelve month salary. Election of this option must be made by July 10th of the fiscal year the option is to begin. Once the option is elected a change to the original pay plan cannot be made until the following year. New employees on appointment are not eligible for this option until July following the fiscal year in which employment began with Iowa State University.

Election of this option will allow for twelve equal payments of the regular less than twelve month salary. Payments of the academic year salary will begin in July and continue through the following June. **Required employment tax deductions will be made equally from the twelve monthly payments. University benefits deduction will be made equally from the twelve monthly payments. If the twelve month payment plan is elected, any additional summer pay will be added to the respective summer months' pay and such payments will result in larger than usual tax withholding.**

Election of this option will continue until revoked in writing. Cancellation of the twelve month pay option must be made by July 10th of the fiscal year in which the change is requested. Employees would then revert to the regular less than twelve month payment and deduction schedule.

I hereby elect to have my salary paid on the twelve month basis.

_____			_____
Last	First	Middle	University ID
_____			_____
Signature			Date

The completed form must be sent to the Payroll Office, 3608 ASB, no later than July 10th of the fiscal year the option is to begin.