

IOWA STATE UNIVERSITY

Request for Twelve Month Pay Option  
for B-Base Faculty

Tenured, tenure track, adjunct faculty, Clinicians and Lecturers on a three year appointment, and Senior Clinicians and Senior Lecturers are eligible to elect a twelve month payment option of their regular nine month academic 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 regular B base pay plan cannot be made until the following year. New faculty members are not eligible for this option until July following the academic year in which employment began with Iowa State University.

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

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

Last	First	Middle	University ID
Type or Print Name			
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.