

Pittsburg State University
9 Pay 12 Payroll Deduction Program

Name: _____ ID#: _____ Dept.: _____

This deduction is only available to PSU faculty appointed to a benefits eligible position for the academic year (Aug - May)

I hereby request to participate in the 9 Pay 12 Payroll Deduction Program 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 request to terminate this agreement.

In electing to participate in this program, I understand that:

- PSU will withhold a flat dollar amount, as specified by me, as a deduction from each academic year paycheck. The amount deducted will be held in a PSU Foundation account.
- The total amount deducted for the 9 Pay 12 program during the academic year will be paid to me in one paper check issued by the PSU Foundation on the first available date after the last spring academic year pay period. Typically, checks are available in early June.
- I must pick up the check in the Human Resource Services Office in 204 Russ Hall when it is available.
- If my employment is terminated for any reason during the academic year, the total amount deducted for the 9 Pay 12 program to date will be paid to me within 60 days from the effective date of my employment termination.
- Deductions from academic year paychecks and held in a PSU Foundation account will not earn interest.
- I understand that I can use my bank or savings institution to deposit an amount or percentage of my choosing instead of using PSU's 9 Pay 12 Payroll Deduction Program.
- The dollar amount that I elect to withhold on each academic year pay checks is \$ _____.
- This dollar amount will be withheld for each academic year paycheck, unless a new form is submitted or a request to terminate is issued.

Employee Signature _____ Date _____

Return form to Human Resources by August 15th - 204 Russ Hall or hr@pittstate.edu

HR Use Only

Element Effective Date: _____ Effective Paydate: _____ Initials: _____ Date: _____