

**Pittsburg State University**  
**9 Pay 12 Payroll Deduction Program**  
*(Revised May, 2017)*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Dept.: \_\_\_\_\_

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**Section 1: Request to Participate in the 9 Pay 12 Payroll Deduction Program**

*This program is available only to PSU faculty appointed to benefits eligible positions for the academic year (August through May). It is not available to employees appointed to positions with no benefits.*

I hereby request to participate in the 9 Pay 12 Salary 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 submit a Request to Terminate Use of the 9 Pay 12 Payroll Deduction Program form prior to any August 15th. I understand that any termination of this request will become effective at the start of the next academic year.

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

- PSU will withhold a flat dollar amount, as specified by me, as a Regents 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 deductions 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.
- 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 deductions 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 with a change or your termination of the program is requested.

Employee Signature \_\_\_\_\_ PSU ID \_\_\_\_\_ Date \_\_\_\_\_

*Return form to Human Resource Services, 204 Russ Hall, by August 15th*

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**Section II. Request to Terminate Use of the 9 Pay 12 Payroll Deduction**

I hereby terminate the 9 Pay 12 Payroll Deduction effective with the 20\_\_\_\_ - \_\_\_\_ academic year.

Employee Signature \_\_\_\_\_ PSU ID \_\_\_\_\_ Date \_\_\_\_\_

*Return form to Human Resource Services by August 15th*

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**HRS Use Only**

Effective Pay Date: \_\_\_\_\_ GUS HR Element Entered: \_\_\_\_\_ Date: \_\_\_\_\_