

# Contract to Elect / Terminate 9 Months Pay Over 12 Months

## Nine-Month Faculty and Administrative Professionals

I, \_\_\_\_\_ (CSU ID) \_\_\_\_\_ hereby  
(Please print name)

request and authorize that my salary applicable to a nine-month appointment be paid in installments over a twelve-month period beginning in September.

I understand that I will not receive any Academic Year salary for the month of August in the first year of this payment plan. \_\_\_\_\_ (Employee initials).

**Deadline:** Submit this form to the Human Resources Office by August 1.

I agree to the Following:

1. My agreement to a twelve-month basis of pay will be in effect continuously as long as I continue as a full-time nine-month Faculty or Admin Professional at Colorado State University, unless the privilege is withdrawn by the University or unless at my option I provide a written, signed notice of cancellation (see below).
2. I understand that I will not be able to revoke this election during the academic year and that the payment will be made in accordance with the established distribution schedule except in the event of my separation or death.
3. I understand that receipt of installments over a twelve-month period does not affect the status of my appointment, which remains on a nine-month basis.
4. I understand that if my termination coincides with the ending of the academic year that the remaining balance of my academic year salary will be paid in the form of a lump sum payout less applicable taxes and benefits. Coverage for benefits will be extended through July 31 of that year.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Request for Termination of Twelve Month Payroll Option

I, (Name), \_\_\_\_\_ (CSU ID) \_\_\_\_\_ hereby request the termination of my participation in the Twelve Month Payroll Option. I understand that my salary will revert to the standard academic year schedule. This form should be submitted by August 1.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return form to: HR Records (Faculty)  
6004 Campus Delivery

HR Use Only				
HR Records	Date	HR Payroll	Date	Received

