



Human Resources & Payroll

4087 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

9-Month Faculty Pay Selection

Faculty on a 9-month appointment may choose to be paid over either 9-months or 12-months. Pay dates are the 1st and the 16th of each month, adjusted for weekends and holidays as appropriate.

Pay Plan	First Paydate	Last Paydate
12-Month	September 16	September 1
9-Month	September 16	June 1

Your choice of payment plan only affects the time period over which you are paid; it does not change the appointment period, which remains 9-months and does not affect the total contracted salary. You may not change your election after the academic year starts.

If you do not make an election or do not submit your election prior to the start of the academic year, you will be deemed to have elected the 9-month payment plan.

12-Month Details

Should you choose the 12-month payment plan, a portion of your salary will be deferred each pay period to cover the summer months. Deferred pay is recalculated after changes in salary (e.g. raises) to ensure as even a payment amount as possible throughout the entire year. Therefore a small portion of any mid-year salary increase is deferred beyond the 12-month period following the raise and is paid out the following summer. A detailed explanation of the calculation can be found at <http://hr.gmu.edu/announcements/deferredPayExplanation.pdf>. By selecting the 12-month option below, you agree to the process used to defer pay at George Mason University.

Those amounts of your pay that are deferred until the summer months will be subject to section 409A of the Internal Revenue Code, which regulates deferred compensation. This election is designed to meet the applicable requirements of section 409A. Nonetheless, we must inform you that if you fail to make your election consistent with GMU's procedures, you may also fail to comply with section 409A, which will result in (a) automatic and immediate inclusion in gross income of all amounts treated as deferred compensation, (b) a 20% penalty on amounts includible in income, and (c) an interest charge on amounts that the IRS deems as previously deferred and not included in income. Therefore, we strongly encourage you to complete your election with care and follow the instructions provided.

If you have a separation from service before the end of the 12-month payment period, you will be entitled to an additional payment based on the amount you have actually earned from the beginning of the 12-month payment period until the date of your separation from service or death, but which has not yet been paid. This additional payment will be included in your final paycheck. For this purpose, "separation from service" shall have the same meaning ascribed to that term under section 1.409A-1(h) of the Treasury Regulations.

9-Month Details

Should you choose the 9-month payment plan, additional deductions will be taken beginning with the March 16th paycheck to cover any benefits or other payroll deducted items (e.g. health, supplemental life insurance, etc.) over the summer months when you will not be receiving a paycheck. By selecting the 9-month option below, you agree to have these additional deductions made.

Name (Please print) _____

G#: _____ Email: _____ Campus Phone: _____

Department _____

I elect to be paid over 9 months.

I elect to be paid over 12 months. In selecting this option, I am aware that if I fail to make my election in a timely fashion, I may be subject to penalties under section 409A of the Internal Revenue Code, and I will not hold George Mason University or the Commonwealth of Virginia responsible for any additional taxes or penalties I may be subject to for electing this option.

This election will remain in effect until revoked. Revocation may be accomplished annually, during the open enrollment period, by completing a new election form. The new election will be effective with the start of the following academic year.

I have read this form completely and understand its contents. In addition, I have had the opportunity to ask questions about this form and have had any questions answered.

Signature: _____ Date: _____

If you have any questions regarding this form or deferred pay, please contact Human Resources & Payroll at (703) 993-2600.

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