



Human Resources & Payroll

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

9-Month Faculty Pay Selection

All Faculty on a 9-Month appointment are paid over 9 months¹. 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. Completed form should be signed and sent over prior to beginning of the academic year 08/25 of the affected year.

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.

The new election will be effective with the start of the following academic year. This new election is an irrevocable choice and you will not be able to switch back to your 12 month pay cycle.

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.

Human Resources & Payroll 03/11

¹ Faculty hired before 8/25/09 are allowed to remain in their 9 paid 12 pay selection.