



UNIVERSITY OF
ARKANSAS

Finance & Administration
Human Resources

222 Administration Building • Fayetteville Arkansas 72701 • (479) 575-5351 • (479) 575-6971 (FAX)

Human Resources

9-Month Salary And 9 Over 12 Program

9 Month academic employees are paid their fiscal year salary over the 9 months of the Academic Term as follows:

- **August** – a half month pay with taxes and retirement deducted
- **September through April** – full month salary with all benefits and deductions. Insurance premiums are paid during the September through May period and coverage extends through the summer.
- **May** - a half month pay with all benefits and deductions

Utilizing the 9 Over 12 program does not change anything about the above scenario, but there is an additional deduction from the net pay.

If participating, 25% (twenty-five percent) of the employee's net pay will be deducted and placed in a non-interest bearing holding account. The money is disbursed to the employee in three equal installments on or before the 1st of June, July and August through Accounts Payable. The amount of each check is very close to the net amount received by the employee during September through April. The employee does not have access to this money until disbursed in the summer.

Since these checks are paid through Accounts Payable, the payments are not available for viewing in webBASIS Future Pay. There is no separate earnings statements for the payments produced. The deductions were reflected in the August through May pay statements.

An employee can achieve the same result by putting 25% of their net check into a savings account and holding it until summer. This allows early access to the money in case of an emergency.

Questions can be addressed to:

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TWELVE MONTH PAY AUTHORIZATION AND AGREEMENT FOR NINE-MONTH EMPLOYEES

Name _____

University ID/Employee ID _____

I hereby authorize the University of Arkansas, Fayetteville to deduct twenty- five percent (25%) of my nine-month (appointed) net salary from my paychecks during the period August through mid-May. **I understand that the University will return these monies to me in three equal installments on or before the 1st of June, July and August.** * If I am currently set up for payroll direct deposit, the 9-over-12 checks will automatically be direct deposited into my “remainder” bank account unless otherwise specified by me on webBASIS.

I understand that **I must renew this authorization** by August 19th of every year that I plan to participate. Once I have signed up for the program I may not withdraw my authorization nor have early access to those monies deducted.

Please begin Spring 2018 _____

*If you do not want Direct Deposit, CHECK an alternative distribution of payment:

____ Please mail the checks to the address I have provided below.

Address: _____

____ Hold the checks in the Treasures Office ARKU 214 for me to pick up

Signature _____ Date _____