

Human Resources
Campus Box 1184

Election to Annualize Recurring Part-Year Compensation

Employee Name:

Employee ID:

Department Name:

Department#: Campus Phone #:

Campus Box #:

I hereby elect to be paid my annual salary by the University for this **[enter academic year, e.g., 2012-2013]** academic year and each academic year thereafter in equal installments over the 12-months beginning as of the first month of each academic year until I change my election as provided below.

If you choose not to make the above election or you do not timely return your election, your salary will be paid over the period you actually perform services (9, 10 or 11 month period) unless you make a written election to annualize your part-year compensation for a future academic year prior to the beginning of that academic year.

If you have made a timely election to have your annual salary paid by the University over 12-months, your election (1) is irrevocable for the academic year and may not be changed or withdrawn after the beginning of the academic year and (2) will remain in effect until you make a written election, prior to the beginning of an academic year, that your salary for that academic year be paid over the period you actually perform services.

In the event, you separate from service before the end of the 12-month payment period, you might be entitled to an additional payment for the amount you actually earned or you might be required to repay any overpayment. Any adjustment or payment will be included in your final paycheck.

Signature

Date

It is intended that the election made hereunder shall be regarded as good faith compliance with the requirements of Section 409A of the Internal Revenue Code and be construed in accordance with Section 409A of the Internal Revenue Code and the Treasury regulations and other guidance issued thereunder.