

PLEASE COMPLETE THIS FORM AND SEND TO HUMAN RESOURCES (ATTENTION: DayOne)

Instructions: Use this form to allow eligible faculty employees the option to elect a nine or twelve month salary payment plan for their academic salary under IRS Section 409A and Deferred Compensation. A Salary Election must be made prior to the school year or work period (**prior to the first day of the school year for which the employee is paid even though classes may start later**). Place an "x" in the appropriate box to select your salary allocation. If a salary election is not submitted by the allotted time, the faculty employee defaults to 9-month Salary Election and will be irrevocable.

☐ **12-month Salary Election**

If my employment is terminated during the academic year, all deferred funds will be paid to me in a lump sum, or to my estate.

1. I request that my faculty academic salary, traditionally paid over nine (9) months of September through May, be deferred and paid over twelve (12) equal monthly payments on the respective payday for the months September through August of each academic year.
 - a. If my employment begins after September, my salary will be paid on the respective payday for the months of my first employment month through August for the first employment year, followed by September through August for subsequent years.
2. I accept the following conditions that I will **NOT** have :
 - a. Salary paid by a grant during the academic year, other than summer salary.
 - b. **No** possibility of applying grant funding for salary during the academic year.

NOTE: If a faculty employee receives a grant (anticipated or not), faculty will not be able to buy out any of time during the regular academic year.

☐ **9-month Salary Election (Default)**

I understand that by choosing this payment option, **my summer insurance premium rates will be doubled for the months of March, April, and May** to pay for June, July, and August insurance premiums.

1. I request that my academic salary be paid over nine (9) months on the respective payday for the months of September through May of each school year.
 - a. If my employment begins after September, my salary will be paid on the respective payday for the months of my first employment month through May for the first employment year.

Certification: I understand this election is **irrevocable** during the school year. This Pay Election will remain in effect for my employment **until a future Pay Election Agreement for a change is submitted for the following academic year**.

I have thoroughly read, understand, and accept all of the above by my signature indicated below.

Employee ID: _____ Print Full Name: _____

Signature: _____ Date: _____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441. 180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.