



1001 E Sain St. • Fayetteville Arkansas 72703

Financial Affairs | Payroll Services

9-Month Salary And 9 Over 12 Program

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

- **August** – Will receive half months pay with taxes and retirement deducted on the last working day of August
- **September through April** – Will receive half months pay on the semi-monthly payment schedule. Benefits and deductions will be divided over 17 pay periods starting in September and ending mid-May.
- **May** - Will receive half months pay with 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 six equal installments on the semimonthly payroll. The schedule of disbursement will be as follows: end of May, June 15 and end of month, July 15 and end of month and mid-August. 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.

Payments are disbursed according to the employee's payment elections in Workday. Payslips will be available in Workday approximately 2 days before pay day for employees to review the disbursement. The deductions will be reflected in the end of August through mid-May payslips in Workday.

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.

To Submit this form please send to Jason Lovett at email below:

Questions can be addressed to:

Jason Lovett
jalovett@uark.edu
Financial Affairs
Payroll Services
UPTW 211



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TWELVE MONTH PAY AUTHORIZATION AND AGREEMENT FOR NINE-MONTH EMPLOYEES

Name _____

Email

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 end-of-month August through May 15. **I understand that the University will return these monies to me in six equal installments. The schedule of disbursement will be as follows: end of May, June 15 and end of month, July 15 and end of month and mid-August.** The payments will be disbursed according to my payment elections in Workday.

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 Fall 20_____

Signature _____ **Date** _____