Academic Year (9 month) Faculty Salary Request for Payment Over 12 Months

AY' 24 – 25 Effective September 1, 2024, through August 31, 2025

Faculty Members with 9-month, academic year, appointments requesting to be paid the contract salary over 12 months:
Please complete, date and sign this form; return it to the Payroll Office no later than Thursday, September 05, 2024. **A new form must be completed each year.** A scanned, signed copy is required.   If no form is received, payments will be made over 9 months. Thank you.

Faculty with 12-month appointments do not need to complete this form.

Scan and send completed and signed form to: payroll9over12@stevens.edu.

Last Name [   ]   First Name [   ]   Empl. ID# [   ]   ** see note below for where to find this number*

I hereby request that my nine (9) month faculty salary be paid to me over twelve (12) months for the academic year beginning September 1, 2024, and ending August 31, 2025.

I understand:

1. Paying the 9-month salary over 12 months effectively reduces each semi-monthly paycheck from September through May by 25%.

2. All benefit deductions, including TIAA-CREF salary deferral, will be made over the 9-month academic year, further reducing the net paycheck for those 9 months.

3. This request cannot be changed during the 12-month academic year.

4. If my employment with the University ends before August 31, 2025, the balance of my salary will be paid in one payment as soon as administratively possible.

5. This request must be made each academic year to ensure effectiveness for the new year.

Faculty Signature [   ]   Date: [   ]

Payroll Office Acceptance [   ]   Date: [   ]

Human Resources Acceptance [   ]   Date: [   ]

> ** To find your Employee ID#: Log into Workday and click on the Personal Information App. Your Employee ID will be on the upper right-hand side under Job Details.*