



## Faculty Deferred Pay Authorization

ROUTING

Payroll Services  
MSC 3PAY  
OR  
[payroll.services@nmsu.edu](mailto:payroll.services@nmsu.edu)

All regular full-time faculty hired on an academic basis may elect a twelve month pay option prior to the beginning of each academic year. To elect or revoke the deferred pay option for the upcoming academic year, you must complete a Deferred Pay Authorization Form, sign and date the completed form and submit to Payroll Services, MSC 3PAY or email your form to [payroll.services@nmsu.edu](mailto:payroll.services@nmsu.edu) no later than August 20, 2025. If a form is not received prior to the deadline, you will continue to be paid in accordance with your current pay basis. All changes are effective with the first pay issued on 8/29/2025.

### SECTION 1: REQUESTOR INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_

Department /Position: \_\_\_\_\_ Office Phone (xxx-xxxx): \_\_\_\_\_

### SECTION 2: REQUEST DETAILS

**Pay schedule for the 2025-2026 academic year – please check one**

- ☐ Deferred Basis - I am electing the 24-check (12 month) deferred pay schedule  
(First check issued on 8/29/2025 with the final payment on 8/14/2026)
- ☐ Academic Basis - I am electing the 18-check (9 month) academic pay basis  
(First check issued on 8/29/2025 with the final payment on 5/15/2026)

### SECTION 3: AUTHORIZATION

I authorize New Mexico State University to pay my salary on the pay schedule as indicated above.

I understand that this election is an irrevocable choice for the 2025-2026 academic year and it will remain in force until the next open change period when I may make a new election.

I agree I cannot cancel or modify my pay election outside of the open change period.

In addition, for the Deferred Basis election:

- I agree Deferred Basis pay option will be applied to my base salary only.
- I agree if I transfer or change positions during the academic year, my Deferred Basis election will be canceled and any deferred amounts accrued will be paid to me in a lump sum. I further agree that my base pay on the new academic position will revert to Academic Basis pay schedule for the remainder of academic year and I may re-elect Deferred Basis in the next open change period.
- I agree if my base salary changes at any point during the academic year, the new current pay period amount will be adjusted to accumulate the deferred pay amount that I will be paid over the summer.
- If my academic employment terminates during the academic year, I understand I will receive a lump sum amount for all deferred pay owed to me which could result in an increased federal and state income tax deduction.
- I understand that my Benefit premiums are paid over the 18 pays from August to May for the full year's coverage under either payment option.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For assistance and questions regarding this form or deferred pay, please contact Payroll Services at 646-3729 or [payroll.services@nmsu.edu](mailto:payroll.services@nmsu.edu)