Payroll Services

New Mexico State University

MSC 3PAY, PO Box 30001

Las Cruces, NM 88003-8001

Phone: 575. 646.8000

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**Faculty Deferred Pay**

**Authorization Form**

**For Regular Full-Time Faculty**

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| --- | --- | --- | --- |
| 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 HR Services, MSC 3HRS or hand deliver to Hadley Hall Room #17 no later than ***August 19, 2016.*** 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 8/31/2016. | | | |
| **Employee Information – please type or print** | | | |
| Last Name, First Name (please print) | | Aggie ID (Banner ID) | |
| Department /Position (please print) | | Office Phone (xxx-xxxx) | |
| **Pay schedule for the 2016-2017 academic year – please check one** | | | |
| Deferred Basis - I am electing the 24-check (12 month) deferred pay schedule  (First check issued on 8/31/16 with the final payment on 8/15/17) | | | |
| Academic Basis - I am electing the 18-check (9 month) academic pay basis  (First check issued on 8/31/16 with the final payment on 5/15/17) | | | |
| **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 academic year beginning on August 15, 2016 through May 16, 2017 and my pay basis cannot be changed prior to the next open change period. If I elect deferred basis and my academic employment terminates, 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. | | | |
|  | | | |
| Employee Signature |  | | Date |

For assistance and questions regarding this form or deferred pay, please contact the HR Service Center at 646-8000 or [hrhelp@nmsu.edu](mailto:hrhelp@nmsu.edu).