

Human Resources
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9/12 PAY PLAN OPTION Frequently Asked Questions

Q. How will employees know their Enrollment Agreement has been acted upon?

A. They will receive a copy of a Personnel Action Form confirming the change.

Q. Academic year employees have their benefit premium deductions increased for a portion of the year to pay for their benefits during the summer. What happens to their benefit deductions if they change to the 9/12 Pay Plan Option?

A. Since benefit premium deductions will be made over 12 months, there is no need to increase the amount of the benefit premium deductions for a portion of the year.

Q. Can an employee return to the standard academic year payroll (the 9/9 Pay Plan)?

A. Yes, an employee may transfer to the academic year payroll effective with the start of the next fiscal year. A **Return to 9/9 Pay Plan Form** must be completed and forwarded to Human Resources by the date listed at the bottom of the form to be effective the next academic start date. If an employee transfers back to the academic year payroll, they will not receive pay from July 1 to the first academic paycheck.

Q. Will Supplemental Compensation be affected for an employee on the 9/12 Pay Plan Option?

A. No, employees will still be eligible to earn up to 1/3 of their salary as Supplemental Compensation. Supplemental Compensation monies may be received concurrently with salary payments during July and August.

Q. Is an employee on the 9/12 Pay Plan Option considered a fiscal employee?

A. No, the letter of appointment will still indicate the appointment is academic. Provisions regarding vacation time, sick leave, etc. will not be affected.

Q. Is the 9/12 Pay Plan Option available to all academic year employees?

A. The 9/12 Pay Plan Option is available to all regular University employees-faculty, administrators, academic professionals and classified staff. It is not available to appointed personnel in their first year of employment, graduate students, adjunct, visiting and other temporary employees, or employees funded in temporary positions.

Questions about or changes for tax annuities should be directed or conducted with your outside agent.