



As a University of Arizona employee on an academic year appointment currently enrolled in the 9/12 Pay Plan Option, I am requesting to return to the nine-month academic year payment distribution plan effective July 1, 2023. I understand I will not receive pay from July 1, 2023 to the first academic paycheck which will be issued on August 25, 2023.

_____ <b>Employee Name</b> (Please Print)	_____ <b>Employee Signature</b>	_____ <b>Date</b>
_____ <b>Employee Title</b>	_____ <b>Employee Identification Number (EmplID)</b>	
_____ <b>Employee Email Address</b>	_____ <b>Department Name</b>	
_____ <b>Department Business Representative Name</b> (Please Print)	_____ <b>Department Business Representative Signature</b>	_____ <b>Date</b>

The deadline for the department and college/division to submit this form through UAccess MSS to Workforce Systems is Monday, May 8, 2023. Please complete and return this form to your department business representative by Thursday, May 4, 2023. For more information, please visit the [9/12 Pay Plan Option Website](#).

Questions? Contact Workforce Systems at [workforcesystems@arizona.edu](mailto:workforcesystems@arizona.edu)