



Eastern Michigan University Pay Option Form

Date: _____

Return Completed Form to:
Human Resources, 140 McKenny

I wish to be paid by the pay plan option indicated below:

_____ **OPTION 1 (16 Pays):** Total academic year salary to be paid over an eight (8) month period which will be paid in sixteen (16) consecutive semi-monthly payments.

_____ **OPTION 2 (24 Pays):**

A. If your base salary for the academic year is less than \$108,000, your academic year salary will be paid over a twelve (12) month period in twenty-four (24) consecutive semi-monthly payments.

B. If your current base salary is more than \$108,000, during the fall semester (September through December) you will receive half your base salary less \$18,000. The fall portion of your salary will be paid in eight consecutive semi-monthly payments. You will then receive the remainder of your academic year salary in sixteen (16) consecutive semi-monthly payments (January through August).

The deduction of \$18,000 of the fall salary will be deferred for payment in 2016 (the maximum amount the IRS allows to be deferred from one calendar/tax year into the following year).

I understand that this option will remain in full force and effective for the duration of the period by the option I have selected.

Signature _____

Name (Print) _____

E-Number _____

Department _____

Academic Year _____