



"9-over-12" Pay Program

You are eligible to participate in Minot State University's "9-over-12" pay program because you have accepted a 9, 9.5, or 10-month contract as a benefited faculty member.

Following the normal pay process for a 9-month contract, you will receive the contracted salary amount over 18 pay dates from September 15th through May 31st. Pay dates are semi-monthly; twice each month on the 15th and last working day of the month. (Contracts for 9.5 or 10 months are paid in a similar manner.)

You have the option of being paid over a 12-month period. If you choose to participate in the 9-over-12 pay program, you agree to the receipt of the contracted salary over 24 pay dates from September 15th through August 31st. Pay dates remain semi-monthly.

If you choose to participate in the 9-over-12 program, your choice will be automatically renewed each year unless you notify us of a different choice at the beginning of the next contract.

If you choose to receive your contracted salary through the normal pay process over 18 pay dates, or ***if you are a current participant in the 9-over-12 program and do not desire a change, you don't need to do anything with the form below.***

If you wish to participate in the 9-over-12 pay program, please complete the form below by initialing the first choice and return it with your signed contract.

If you are a current participant and choose to opt out of the program, please complete the form below by initialing the second choice and return it with your signed contract.

Contact the Human Resources Office (858-4610) or the Payroll Office (858-4775) if you have questions.

Name: _____ Empl ID: _____

_____ I choose to participate in MSU's 9-over-12 pay program. I understand that I will receive my salary over the 24 semi-monthly pay periods beginning on September 15th and ending on August 31st.

_____ I participated in the 9-over-12 pay program last year, but I choose to opt out and return to the normal pay process.

Signature

Date