

Minot State University

Pay over 12 Program

You are eligible to participate in Minot State University's pay over twelve 12 because you have accepted a contract that is less than 12-months.

Normally, for a contract less than 12-months, you receive the contracted salary amount over the specified pay period within the contract's start and end dates. Pay dates are semi-monthly; twice each month on the 15th and last working day of the month.

You have the option of being paid over a 12-month period. If you choose to participate in the pay over 12 program, you agree to the receipt of the contracted salary over 24 pay dates. Pay dates remain semi-monthly.

If you choose to participate in the pay 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 wish to receive your contracted salary within the specified period of the contract, or if you are a current participant in the pay 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 pay over 12 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.

If you have any questions, please contact the Human Resources Office at (701) 858-4610 or (701) 828-4611.

Name: _____

EMPLID: _____

Please use initials for choice below:

_____ I choose to participate in the pay over 12 program. I understand that I will receive my salary over 24 semi-monthly pay periods beginning on _____ (contract start date).

_____ I participated in pay over 12 program last year, but I now choose to opt out and return to the specified pay period within the contract's start and end date.

Signature

Date