

### **Annual Defer Pay Selection/Change:**

The USNH Payroll Office must receive notification of a selection or a change at least 2 weeks before the appointment effective date. For **FY06, the deadline is Monday August 1, 2005 for any academic year appointments.**

Annually academic year faculty and flex-time exempt status employees (PAT, etc.), who are in continuing status appointments (per HR policy F.10.22), may choose to defer their pay or they can change their prior selection to defer pay or not. This selection or change must occur at least 2 weeks prior to the first payment of the employee's new fiscal year appointment.

- At UNH, the beginning job effective date for faculty who defer pay is August 13, 2005 and the job effective date for any faculty not deferring their pay is August 22, 2005.
- At KSC and PSU, the beginning job effective date for faculty deferring pay and those not deferring is the same, August 13, 2005.

The employee needs to complete the USNH Defer Pay Selection/Change Form, submit it to their Campus HR office. The Campus HR office will review and approve the employee's ability to choose defer pay before submitting the form to USNH Payroll. Forms can be found at the [http://www.finadmin.unh.edu/controller/pr\\_forms.html](http://www.finadmin.unh.edu/controller/pr_forms.html) .

It is important the forms are received by the deadline. An individual's payment selection (defer pay or pay over the appointment dates) determines their pay amount and the benefits deduction schedule as well as the amount withheld from each payment. These aspects of an individual's payment /deduction record are extremely time sensitive and must be coordinated by multiple central offices. Therefore, late requests will not be accepted.

Your assistance is appreciated by notifying units within your Campus or BSC and eligible employees of this annual choice. Please contact the Campus HR or Campus Payroll if you have questions.