

Instructions - USNH Defer Pay Selection/Change Form

2/12/2004, rev. 5/2014, 7/2015

USNH employees, faculty and PAT, who have status continuing academic year or flex-year appointments are eligible to choose to receive their pay over a 12 month period (26 payments). If a form is not received, the default payment schedule will be the dates of the employee's appointment. Defer payment is always made in full pay periods, no matter if the employee's appointment begins or ends in the middle of a pay period.

The election to spread pay is predicated on the relationship of the employee and position. If a person has more than one status position, a form is needed for each position. It is important that communication be received by the Campus/USNH Payroll Office any time a change occurs to an employee's appointment or jobs record.

This is an annual selection/change process available to continuing status academic year faculty and PAT flex-year staff. All requests for defer pay must be approved by the Campus Human Resources Office.

Once approved, Campus/USNH Payroll must receive the completed form at least **two weeks prior** to the employee's appointment begin date.

Name: (Last ,First, M)	Provide name (Last, First, M)
USNH ID (last 4 digits):	Provide the last 4 digits of the employee's USNH ID number
Academic Year:	Indicate the year that this form should be effective. If fiscal, use 2016. If faculty, use academic year 2015 - 2016.
College/Department:	Indicate the college or department of employee
Select one (Initial or Change):	
Initial Defer Pay Selection	Select to begin Defer Pay.
Change to my current selection	Select only if a change is necessary from current payment choice.
Select one (Begin or End):	
I wish to begin defer pay	Select to begin Defer Pay. <i>(Begins defer pay with first pay event during dates of appointment.)</i>
I wish to end defer pay	Select to end Defer Pay. <i>(Ends defer pay and begin pay per appointment dates.)</i>
* USNH policy permits employees in a continuing position to defer pay for 26 pay cycles commencing with the first pay of their appointment. Defer Pay is always full pay periods.	
Employee Signature:	
Date:	
Phone:	Daytime phone number.
FOR HR USE ONLY	
HR Approval:	Signature of HR staff.
Date:	
Campus:	Indicate campus
Position/Suffix:	Position and suffix assigned in NBAJOBS.
TSORG:	Timesheet org from Payroll Default Information in NBAJOBS.
Current Contract Begin:	Current contract begin date.
Contract End:	Current contract end date.
FOR PAYROLL USE ONLY	
NEW Contract Begin:	
NEW Contract End:	
Defer Pay code:	Four digit Defer Pay code assigned.
Position/Suffix:	
EPAF #:	
Coded by:	
FTE:	
Annual:	
Factor:	enter the factors
Pays:	enter the number of pays
ZZZ Ded:	enter the PDAEDN # of pays in the PTRBDCA code of ZZZ