Request to Change Payment Installments

(Academic Year Faculty Only)

Purpose: Pursuant to Faculty Handbook Policy C. 50, to be used to change the number of payment installments (10 or 12) for Academic Year faculty. Note: changes must be submitted prior to the August payroll deadline of the relevant Academic Year due to IRC Section 409A: Nonqualified Deferred Compensation Plans.

Name: _____ Department: _____

UNM ID: _____ Position Number: _____

Check the requested change:

- (•) Change installments to 10*
- ( ) Change installments to 12**

*Paychecks will be issued in equal installments from August through May. Insurance premiums are doubled in the May and August paychecks to continue coverage during June and July.

**Retirement contributions will only be withheld based on the 10 month salary because no contributions are withheld in June and July.

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Signature Date