

**Pay Deferral Elections**

**Procedures Document**

**Policies**

HR-105 Employment Documentation

HR-219 Pay Periods

**General Guidelines**

* Pay Election Deferrals are available for eligible employees based on HR-219
* Pay Election forms are required prior to the service year beginning
* New hire Offer Letters shall contain language regarding deferred election options. Individuals wishing to defer their payroll over a 12-month period must submit the approved election form.
* Current employees may submit a new election form prior to the next academic year.
* Students in a qualifying graduate assistantship title are eligible for an insurance subsidy. The Graduate School processes the subsidies after confirming eligibility for those hired/continuing in assistantships.

**Processing Procedures**

1. **New Hires or Rehires**
2. Obtain offer letter for the eligible graduate student.
3. Confirm that the stipend amount meets or exceeds the University’s minimum required stipend levels
4. Obtain the completed Pay Option form for those wishing to defer payroll over a 12-month period.
5. Complete the PAF.
	1. Determine the end date
		* For 9- or 10-month appointments, enter an End date 5/31/XX
		* For 12-month appointment, enter an End date of 7/31/XX or 8/31/XX dependent on the effective start date of the appointment
	2. Determine the monthly amount to be paid
		* All students in qualifying assistantship titles must be paid monthly.
		* See policy HR-219 for approved university titles and other details.
6. Prior to the appointment start date, new hires must complete I-9s and other onboarding forms.
7. **Changes during the appointment**

During the appointment year, if additional duties/classes/hours increase, submit an ePAF for a concurrent appointment. Do NOT add to the existing appointment.

1. **Annually**
	1. Place eligible individuals on a “short-work-break” to avoid overpayment and reduce the rehiring processes in the future semester.
	2. Upon returning after the summer, process ePAF to return individuals from the short work breaks.