

Staff Request to Abstain from Lehigh University Deferred Pay Program

It is the practice of the University to pay all staff on a twelve month basis, including staff members who work less than a twelve month schedule. This permits salary continuity and benefit protection during the entire calendar year.

With the proper approvals, staff may elect to receive their salary over their work period. Requests must be submitted and approved prior to the beginning of the fiscal year and will remain in effect until revoked for a future fiscal year. In accordance with IRS regulations, pay schedules cannot be changed mid-year.

Name: _____

ID Number: _____

Annual work schedule:

I hereby request that my entire fiscal year salary be paid over period _____ through _____ for fiscal year _____. I understand that I cannot revoke this request during the course of the year.

Staff Signature

Date

I agree that the above employee's work schedule is properly stated:

Supervisor

Date

cc: Payroll Office, Human Resources