

MCCCD RESIDENTIAL FACULTY PAY CYCLE ENROLLMENT FORM

This enrollment form is due in the Benefits office by the last day of the Open Enrollment period.

I ELECT TO BE PAID OVER 12-MONTHS. By signing this form, I understand the following guidelines apply to enrollment in 12- month faculty pay:

- Enrollment in the 12-month pay cycle must remain in effect for the entire fiscal year (FY), which is July 1 through June 30.
- As my pay & accrued time for the FY begin in July, if for some reason I am not able to report for work when faculty accountability begins, when applicable, I shall repay the income & accrued time previously paid to me when requested.
- While on a leave of absence, if you go into an unpaid status while you are on the 12 month pay cycle, you may or may not owe earnings to MCCCD. This occurs due to your salary continuing over the 12 month period (365 days) regardless of your accountability period (195 days). If this happens adjustments will be made accordingly.
- Most deductions will be deducted on the first 2 paychecks of a month for a total of 24 deductions. (Refer to Q&A's for specifics on payroll deductions.)
- If employees begin an Arizona State Retirement System (ASRS) service purchase agreement while on a 12-month pay cycle, they must remain on the 12-month pay cycle until the ASRS service purchase agreement has been "paid in full."
- Faculty who began an ASRS service purchase contract prior to electing 12-month faculty pay will continue to have deductions taken "as is". This means ASRS service purchase deductions will be deducted from 20 paychecks during the academic year and 6 paychecks issued outside of the academic year will not have the ASRS service purchase deduction taken.

I AM CURRENTLY BEING PAID ON THE 12-MONTH PAY CYCLE AND ELECT TO RETURN TO 9-MONTHS. By signing this form, I understand the following guidelines apply to enrollment in 9- month faculty pay:

- Enrollment in the 9-month pay cycle must remain in effect for the entire fiscal year (FY), which is July 1 through June 30.
- Most deductions will be deducted on each check during the month for a total of 18 pays with deductions. (Refer to the payroll calendar for specifics on payroll deductions.)

Employee Signature

Employee ID #

Name (Printed)

SS #

Date Signed

College

Please keep the employee pink copy for your records. For more details on 12-month faculty pay, please see FAQ's located on the faculty website at www.dist.maricopa.edu/org/faculty/12monthpayfaqs-htm.

Current TSA: Yes _____ No _____	Benefits Approval: _____	Date: _____
New TSA Received: _____	Dist HR Approval: _____	Date: _____