

**KANSAS STATE UNIVERSITY**  
Academic Year Summer Reserve Payment Option

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
(Print Your Name)

Department: \_\_\_\_\_

**Section I. Request for Academic Year Summer Reserve to be Paid in Summer Months\***

*\*This option is only available to nine-month employees on a regular appointment.*

I hereby request that my regular academic year salary be paid to me under the Academic Year Summer Reserve Payment Option as described below. I understand that I am required to re-enroll in this summer reserve payment option each academic year in order to continue participation and once enrolled in this option, I continue for the entire academic year. In the event of my separation from employment prior to the end of the academic year, any reserved amounts will be paid to me within 60 days from the date of my separation.

In electing this option, I understand that:

- I may only elect this option effective with the first payroll period (08/11/19) of the fall semester.
- The amount listed below will be deducted from my pay as an agency deduction, will be held in a noninterest bearing reserve account.
- This option will not pay any interest on the amount held in my reserve account. I understand that I may be able to make similar arrangements with my financial institution and receive interest on a reserved amount instead of using the Academic Year Summer Reserve Payment Option.
- Beginning with the first bi-weekly payroll period following the end of the academic year, I will receive equal payments coinciding with the summer pay check dates.
- If I accept a summer appointment, I will receive a pay check issued by the State of Kansas for the summer appointment and a separate check for the summer reserve.

**Effective as of August 11, 2019**, summer health and life insurance premiums will no longer be deducted from the academic year summer reserve payment. **For all 9-month employees, payments for summer insurance benefits will be deducted in advance from paychecks in the preceding spring.** This change has been made in order to comply with the State Employee Health Plan (SEHP) premium payment procedures where insurance premiums must be deducted and paid during the academic year.

**Have you considered instead of participating in this program, directing** your savings to an account at your financial institution? Creating a second direct deposit transaction through Self-Service is a powerful money management tool. Investing your summer reserve into an interest bearing account each payday is an easy and "painless" way to save. This way you can accomplish three things at the same time -- build your summer reserve, collect interest and the funds are available when you need them. Call Payroll in Human Capital Services at 532-6277 for help.

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**Section II. Agency Deduction Authorization**

The Kansas State University Payroll Office is authorized to deduct the following amount from my bi-weekly pay effective August 11, 2019, for the Academic Year Summer Reserve:

Bi-weekly Deduction Amount: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_