

Save for Summer Authorization

Privacy Notice : State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll office using the information at the bottom of the form.

INSTRUCTIONS This form allows employees who work less than 12 months a year to extend their

Employee Name	UIN
Work Phone	Email
<p><input type="checkbox"/> Enrollment</p> <p>I authorize Texas A&M University--Kingsville to reduce the net amount of my paycheck by \$_____ for each of the nine months of September through May. I authorize Texas A&M University--Kingsville to hold these funds for the purpose of distributing the balance to me in three equal payments in June, July and August. I understand that participation in this plan is not an extension of my employment contract.</p> <p>I understand that having an employment period of less than twelve months is a requirement for my participation in the Plan. I understand that all deductions and federal income tax withholding will be taken on a monthly basis when earned. I recognize my participation in the Plan begins with the first available monthly pay date after I file a properly completed enrollment form with my payroll office, and there are no catch-up provisions for any expired portion of the fiscal year.</p> <p>I understand that I will not receive any inte</p> <p style="text-align: center;">Pay plan balance on next available monthly pay date</p> <p><input type="checkbox"/> Pay during summer months per Plan schedule</p> <p>(Both options above will follow your payment elections, direct deposit or paper check, as indicated in Workday.)</p>	

Employee Signature _____

Date _____

SUBMIT TO:
Payroll Services
Payroll@tamuk.edu

NEED HELP?
SD \ U R O O # W D P X N H G X
361-593-4208