Continuous Appointment in to Fall

1. **Nine (9) - month pay**

   Iowa State University insurance benefit programs are designed to cover the 9-month budgeted employee during the summer months provided the employee is to be re-appointed to a benefits-eligible position during the fall semester.

   - The employees on a nine-month academic year appointment have their budgeted salary paid August through May. (10 pay periods)
   - Summer Benefits are deducted from the employee’s May paycheck; this will maintain the benefits through the summer months.
     - Prepayment of Summer benefits from May’s paycheck:
       - Triple (3) deductions:
         - Medical, dental, voluntary vision and/or long term care coverage June, July and August
         - Life insurance(s) and/or disability May, June and July
     - Employee Flexible Spending Accounts:
       - Employees contribution will NOT be tripled
       - ISU Plan credits towards the spending account WILL be tripled
   - Normal payroll deductions for all benefits resume in August for those with eligible fall appointments.

   ➢ **NOTE:**
   - Interested in electing the 12-month pay option for the next fiscal year?

   Complete the appropriate “Request for Twelve-Month Pay Option”, found on the ISU Payroll website at: [http://www.controller.iastate.edu/payroll/forms.htm](http://www.controller.iastate.edu/payroll/forms.htm)

   Completed form MUST be returned to Payroll by the early July deadline date as listed on the site. Call the ISU Payroll Office at 294-6556 for questions regarding this form and process.

2. **Twelve (12) - month pay**

   Faculty or staff who previously elected to have their 9 month budgeted salary paid over 12 months will continue to have monthly benefit deductions taken from each payroll through the summer months.