



As a University of Arizona employee on an academic year appointment currently enrolled in the 9/12 Pay Plan Option, I am requesting to return to the nine-month academic year payment distribution plan effective July 1, 2026. I understand I will not receive pay from July 1, 2026, to the first academic paycheck which will be issued on September 4, 2026.

_____ Employee Name (Please Print)	_____ Employee Signature	_____ Date
_____ Employee Title	_____ Employee Identification Number (EmpID)	
_____ Employee Email Address	_____ Department Name	
_____ Department Business Representative Name (Please Print)	_____ Department Business Representative Signature	_____ Date

Employees: Please complete and return this form to your department business representative or HR Team by **Friday, May 8, 2026**.

Department/HR Team: The deadline to submit this form through UAccess MSS to Workforce Systems is **Friday, May 15, 2026**.

For more information, please visit the [9/12 Pay Plan Option Website](#).

Questions? Contact Workforce Systems at workforcesystems@arizona.edu