

**To:** Full-Time Faculty, Department Chairs, and Deans

**From:** Sophia Mason, Director, HR Business Services  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** **Deferred Pay Program for FY23 (Academic Year 2022-2023)**

**Date:** May 19, 2022

This memo serves as an update on changes to the Deferred Pay Program for Full-time Faculty. Montgomery College offers all full-time faculty the option of having their salary paid over 12-months (26 paychecks) instead of the default 10-month (20 paycheck) pay structure. This option, known as the Deferred Pay Program (DPP), is available through the Workday HR/Payroll system and will again be offered for the FY23 Academic Year.

**Workday changes for employees on extended leaves of absence**

Pursuant to the configuration of all types of extended leaves of absence in Workday, **faculty who will be on any types of extended leave of absence** (e.g., Family Medical Leave [FML], intermittent FML, Sabbatical Leave, etc.), even if they remain in a 100% paid status, **are ineligible to participate in the DPP for Academic Year 2022-2023**. Though we are looking into whether there is an alternative way to allow deferred pay for faculty on any type of leave in the future, as it stands, this is currently unavailable. Therefore, we must plan accordingly.

We understand that the DPP is often preferred as it is a convenient way to set aside a portion of a 10-month salary to cover the summer pay periods that faculty would otherwise not be paid for, providing consistent deposits without interruption. In order to achieve the same financial goal, we recommend using your Payment Elections in Workday to have a portion of your regular pay directly deposited into a secondary account to accumulate for later use. Then, you can schedule an internal transfer to deposit a portion of the deferred pay back into your main account. Please refer to the [Manage Payment Elections job aid](#) for guidance; and please let HRSTM know if we can assist you with making these arrangements on your own.

**Deferred Pay Acknowledgement Form for FY23 – Required for all FT Faculty**

Due to the changes with the Workday configuration, **all faculty must complete an updated, online [Deferred Pay Acknowledgement Form](#) which must be completed if you wish to participate in the DPP during the FY23 Academic Year**. This form is also required if you wish to decline participation,

for instance, due to a pending leave of absence that will take place during the upcoming academic year. **All acknowledgement forms for the FY23 Academic Year are due to HRSTM for processing by [July 25, 2022](#).** Going forward, your DPP status will remain in effect until you submit a form cancelling your participation.

**Additional DPP details**

Please visit the [Deferred Pay Program page](#) on the HRSTM website for more information and reminders, including eligibility, how DP deductions are calculated, and benefits and limitations of the program.

**Questions and completed forms**

Please direct your DDP questions to [Ms. Rosalee D. Law](#). Thank you for your time and attention.

SLM:rdl

**cc:** Dr. Monica Brown, Senior Vice President for Student Affairs  
Sherwin Collette, Senior VP for Administrative and Fiscal Services  
Dr. Sanjay Rai, Senior VP for Academic Affairs  
Krista Leitch Walker, VP and Chief Human Resources Officer