

# FACULTY PAY OPTION

Full-time faculty members may elect to have their annual salary spread over the two major terms, or over the entire academic year on a bi-weekly basis.

Pay option desired (check one):

Annual salary paid over fall and spring terms  
(Non deferred pay)

Annual salary paid over academic year  
(Deferred pay)

If you are a new employee submit this form within ten (10) work days of hire date.

If you are changing your election submit this form by the last day of spring term (effective the following fall).

If you are not changing your election you need not submit this form.

*Printed name:*

*Signature:*

*Date:*

*Colleague ID or SSN:*

Distribution:    Original – Human Resources    Copy – Payroll Office    Copy – Faculty member