



**OFFICE OF HUMAN RESOURCES**

**SALARY PAYMENT OPTION FOR 10-MONTH EMPLOYEES**

Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Please check **one** of the options below:

Option I:

- 12 Month Basis**  
I request that my salary with deductions be paid semi-monthly on a **12-month** basis (August 1 through July 31). I understand this payment schedule under Option I cannot be changed before the end of this 12 month period.

Option II:

- 10 Month Basis**  
I request that my salary with deductions be paid semi-monthly on a **10-month** basis.

I understand this request remains in effect from year to year until I change it in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please check one of the above options and return this form before August 1 to the Office of Human Resources. Failure to return a completed form will result in the selection of Option II.**

Option I means your salary and deductions are divided into 24 installments even though your work obligation is for the academic year.

Option II means you will receive salary and deductions on a 10 month basis. Under this plan, you do not receive salary payments in June or July.

For office use: Received by Payroll: \_\_\_\_\_

Change effective: \_\_\_\_\_