



PAYROLL OFFICE

SALARY PAYMENT OPTION FOR 10 MONTH EMPLOYEES

Name \_\_\_\_\_ Department \_\_\_\_\_

Option I       I request that my salary with deductions be paid on a 12 month basis (August 1 through July 31).

Option II      I request that my salary with deductions be paid on a 10 month basis (August 1 through May 31).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please check one of the above options and return this form to the College Payroll Office, Room 250 White Hall.

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.