



I wish to have my contractual salary for the 2012/2013 Academic Year divided into:

_____ 19 PAYROLL CHECKS
19 Equal Installments of the total contract distributed over the academic year.

_____ 24 PAYROLL CHECKS
24 Equal Installments of the total contract distributed over the academic year and the following summer.

Print Name

Date

Signature

***Once selected, this may not be changed until the 2013/2014 academic year.**

****24 payroll checks is NOT an option for emergency hire or limited-term employees.**

Submit the signed original form to the Payroll Office.