



**HUMAN RESOURCES  
EMPLOYMENT/EXAMINATIONS OFFICE  
ROOM 2020, OLD MAIN  
581-3463**

**SALARY DISTRIBUTION OPTION - FACULTY & ADMINISTRATIVE STAFF**

**NAME:** \_\_\_\_\_  
(Please Print)

**Employee ID #:** E - \_\_\_\_\_

I wish to have my salary paid in the following manner:

\_\_\_\_\_ Salary distributed in twelve equal payments.  
(This option only available for contracts of 9 months or more and 50% or more)

\_\_\_\_\_ Salary paid according to employment dates.

Fiscal/Academic Year : \_\_\_\_\_  
(Effective August 16th or as specified in the employee's contract)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** The salary plan chosen above can only be changed at the end of the academic term or prior to the academic term and will continue until you notify us to change. In order for the change to be accommodated, such notification would have to be made:  
Prior to the July Payroll for Administrative Staff  
Prior to the September Payroll for Faculty

Employment use:

9/12

10/12

11/12

Date & Initial: \_\_\_\_\_