

# FACULTY PAY OPTION

Full-time faculty members may elect to be paid on a twenty-two (22) or twenty-six (26) bi-weekly pay schedule.

Pay option desired (check one):

Annual salary on a **22** bi-weekly pay schedule       Annual salary on a **26** bi-weekly pay schedule

Please forward completed form to HR within ten (10) work days from initial hire and again at the beginning of each academic year.

If you do not make an election by returning this form, you will be paid on a twenty-six (26) bi-weekly pay schedule.

*Printed name:*

*Signature:*

*Date:*

*Colleague ID or SSN:*

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