



Memorandum

To: New Faculty Members  
From: Payroll Services  
Re: Pay Option

Faculty members have the opportunity to be paid over 9 or 12 months for the next academic year. This option will be effective with the 8/28/15 bi-weekly paycheck.

**Please indicate your choice below and return during your orientation session.**

Name: \_\_\_\_\_

A# or SSN: \_\_\_\_\_

Department: \_\_\_\_\_

Will you be receiving payment from research money? Yes \_\_\_\_\_ No \_\_\_\_\_

(Check one of the following)

9-month pay option \_\_\_\_\_

12-month pay option \_\_\_\_\_

Sign \_\_\_\_\_

**Please return completed form to Human Resources, SKH 102 or fax to 256-824-6908 prior to your scheduled orientation.**