



MEMORANDUM

TO: New Faculty Members

FROM: Payroll

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 8/31/12 bi-weekly paycheck.

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

Name: _____

A# or SSN: _____

Department: _____

(Check one of the following)

9-month pay option _____

12-month pay option _____

Signed _____