



Payroll Option Form

*To be completed by full-time employees working less than 12 months per year.*

Please complete and return this form to the Benefit Services Specialist in the Business Office.

Your salary will automatically be figured based upon the terms of your contract unless this form is received by the Business Office stating that you prefer the 12 month basis option.

I would like to be paid on a 9 month basis.

I would like to be paid on a 10-month basis.

I would like to be paid on a 12 month basis.

Print Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_

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