



Memorandum

*NOTE: This request for change must be received in Human Resource Office by **April 15.**
The change will take affect for the next fiscal year.*

TO: Human Resources/Payroll
FROM: _____
DATE: _____
SUBJECT: BALANCE OF CONTRACT CHANGE REQUEST

Contracted faculty have the option of receiving the balance of their annual contract on the last working day in June each year, versus receiving a payment in June, July, and August .

Please indicate which option of payment you would prefer by checking the appropriate box below, sign, date and return to Human Resources by April 15.

OPTION 1

By choosing Option 1, you are electing to receive the balance of your annual contract to be paid either via check or automatic deposit the last banking day of June.

OPTION 2

By choosing Option 2, you are electing to receive your annual contract over the summer months. You will receive payment either via check or automatic deposit the last banking day of June, July, and August.

(CHECK ONE BELOW)

- Option 1 (Balance of Contract last working day in June)
- Option 2 (Continue paying 1/12 for June, July, August)

Signature

Date

Datatel ID