

# Pay Option

To: Faculty Members

From: Payroll

Re: 21-25 Pay Option

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Name (Please print clearly): \_\_\_\_\_

I am requesting the following pay option for the \_\_\_\_\_ School Year:

21 Pays \_\_\_\_\_

25 Pays \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Received by Business Office: \_\_\_\_\_ (Office Use Only)

**Please Note: Once the first payroll in September has begun, you cannot change your pay option, so please make sure the business office receives this form well before that deadline.**