

Memorandum

TO: Full-Time Faculty
FROM: Office of Human Resources
SUBJECT: **Deferred Pay Option**

As a full-time faculty member you have the option of receiving your salary over 10 months or 12 months. You will be automatically set up for a 10-pay salary cycle unless you have already submitted a written request to be paid over 12 months. The 10-pay period is from August through May. Should you prefer the deferred pay option, your annual salary will then be divided and paid out in equal installments from August through July each year.

To elect the deferred pay option, complete the bottom portion of this memo and return it to the Office of Human Resources, Attn: Leilani Keone, 7600 Dublin Blvd, 3rd Floor, Dublin, CA 94568, **no later than August 13th**.

If you have any questions, please call Leilani at (925) 485-5506.

Deferred Pay Option Election

I, _____ SSN _____, elect the deferred pay option
(Print Full Name)

beginning with the August payroll. I understand that my annual salary will be paid to me in 12 installments from August through July each year.

Signature

Date

For Human Resources Office Use Only

_____ Banner _____ Payroll