

**WINTHROP UNIVERSITY
PAYROLL SCHEDULE OPTION FORM**

Winthrop University’s payroll schedule for faculty members and employees with less than 12 month employment assignments is as follows:

Employee Type	Employment Dates	Pay Schedule	Deadline to Request 24 Paychecks
9 month faculty/employee	Mid August – Mid May (actual academic year dates will vary each year)	18 paychecks, Sept. 1 – May 16 (9 month faculty may choose to be paid in 24 paychecks by completing the form below.)	August 21st of the current academic year.
10 month (regular, for most 10 month assignments)	August 1 – May 31	20 paychecks, Aug. 16 – June 1 (10 month employees may choose to be paid in 24 paychecks by completing the form below.)	August 6th of the current academic year.

OPTION TO ELECT TO BE PAID IN 24 EQUAL AMOUNTS

Nine month faculty and ten month employees have the option to elect to be paid their full salary amount in 24 equal amounts. To elect to be paid in 24 equal amounts, nine month faculty and ten month employees must sign this form and return it to the Office of Human Resources no later than the deadline dates indicated in the chart above. Please note the following:

- Written election to be paid in 24 equal amounts is irrevocable for the academic year. Employees may change their pay option at the beginning of the next academic year. An employee’s pay option will not change at the beginning of the next contract year unless the employee completes another Payroll Schedule Option form to initiate the change.
- Election to be paid in 24 equal amounts must be made no later than the appropriate deadline date listed above. **Faculty/employees that have not made the election to be paid in 24 equal amounts by the deadline for the current academic year must wait until the next academic year to make this election.**
- It is the responsibility of the employee to complete the Payroll Schedule Option form and return it to the Office of Human Resources no later than the deadline date for the current academic year if the employee wishes to be paid in 24 equal amounts, **otherwise all nine month faculty/employees will be paid in 18 equal amounts and all ten month employees will be paid in 20 equal amounts.**

EMPLOYEE STATEMENT

By my signature, I am notifying Winthrop University that I wish to exercise my option to spread my compensation over a twelve-month period. I understand that my nine or ten month salary will be paid in 24 equal amounts over the twelve-month period beginning with the September 1st paycheck of the current year for nine month faculty and the August 16th paycheck for ten month employees. I also understand that I must notify the Office of Human Resources of my option no later than the appropriate deadline date listed above, and that my decision to opt to be paid in 24 equal amounts may not be revoked until the beginning of the next academic year.

Employee Name (Printed)

Social Security Number

Employee Signature

Date