



TO: New Faculty Members Beginning Full-time Employment Fall Semester

For your first letter of appointment only, you have the option to divide your 9-month salary from four selections. You will be asked to select one of the following.

In subsequent years, the options will be 9 months (September through May) or 12 months (September through August.)

Submit the completed form to the Payroll Office.

Select one. I select my first letter of appointment for my 9-month salary to be:

_____ divided over 9 months. (September through May)

_____ divided over 10 months (August through May)

_____ divided over 12 months (September through August)

_____ divided over 13 months (August through August)

New Employee Printed

Date

New Employee Signature

Date