

PAYROLL CHECK OPTIONS FORM
For Full-time Faculty
University of Richmond

I wish to receive my salary for the _____ academic year and subsequent academic years in _____ (10 or 12) installments. (Full-time faculty teaching one semester will receive 5 paychecks.)

My election of the number of installments above shall renew itself automatically each year unless I specify otherwise on or before August 1. I understand that this election cannot be altered during an academic year.

[NOTE: If a faculty member selects the 10-installment option and will be returning in the fall any premiums normally deducted from their paycheck will accrue over the summer (July & August) and be deducted out of your September 1st and October 1st paychecks.]

THIS FORM IS DUE BY AUGUST 1 IN THE HUMAN RESOURCES OFFICE. After this date, paychecks will automatically be issued for the ten installments for full-time faculty.

Print Name

Date

Signature

LSD 06/01/10