



The University of Oklahoma Faculty Payment Option Form


(updated 1/2017)

Faculty members appointed for nine months have the option of receiving their salary in 10 payments or 12 payments. To insure correct salary payments beginning in August, please check the appropriate line below and return this form to Payroll and Employee Services, Room 244, NEL Building.

Changes in payment **cannot** be made after August 5th. If you wish to change your payment method in the future, you should contact the Payroll Office prior to August 5th of the academic year you want the change to occur.

Name		
Last:	First:	Middle:

EMPL ID:
SSN (Only if EMPL ID is not available):
Department Name:
Campus Phone:
Email address:

Check one payment schedule preference:	
<input type="radio"/> I would like to receive my salary in 10 payments. If I select this option I understand that payment for September through April will be the full monthly earnings, but the payments received in August and May will be determined by the actual number or days worked.	
<input type="radio"/> I would like to receive my salary in 12 payments (August through July). Due to Payroll requirements, newly hired faculty choosing the 12-month option will receive monthly paychecks calculated as follows. The first paycheck will be smaller; it will be calculated by applying the 9-month rate to the partial pay period from the employee start date (August 16) through August 31. Remaining paychecks for the next 11 months will be identical, calculated at 1/11 of the remaining salary due under the contract. At the beginning of the next academic year, all paychecks will be identical, calculated at 1/12 of the annual salary.	
	
Signature	Date