

Miami University



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Instructional Staff Change in Pay Schedule

I hereby authorize you to change my pay schedule from twelve (12) monthly installments to nine (9). The change will be effective with the beginning of the next academic year.

Please note and acknowledge by signing below: For the **first year** of the conversion from a twelve-month pay schedule to a nine-month pay schedule, the August check will be the final payment of the previous academic year only. Your new academic year salary will be paid from September through May. In subsequent years on the nine-month schedule, you will receive approximately one-half payment at the end of August, a full payment the end of September through April and the remaining one-half payment in May.

Banner ID:

or

Social Security #:

Printed Name:

Job Title:

Date:

Signature:

When the form is complete please print it, sign where indicated and mail to: **Academic Personnel, Room 1, Roudebush**