

## PAY OPTION CHANGE CONSENT FORM

Effective September 1, 2025

I hereby elect to receive my academic-year annual salary on a 26-pay period basis rather than a 21-pay period basis, from September 1 through August 31, commencing September 1, 2025. I understand that if I elect the 26-pay period basis, I cannot subsequently elect to change back to the 21-pay period basis.

**\*\*Additionally, I understand that my new pay basis of 10/12 (26 paychecks issued over 12 months instead of 21 paychecks issued over 10 months) is from 9/1/25-8/31/26, and my first Fall 2025 semester paycheck will be paid on 9/24/25 and will be for 10 days instead of 14 days. I understand that my new biweekly payment will be less than my previous biweekly payment as the salary is now spread over the entire year, instead of just the academic year.**

NAME (PLEASE PRINT): \_\_\_\_\_

PERSON NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**RETURN THIS FORM TO YOUR DEPARTMENT HEAD NO LATER THAN JUNE 30, 2025**

Please **do not** send this form directly to Human Resources as your department needs to prepare a Personnel Transaction Form to effect this change.

Human Resources  
Division of Finance and Administration

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