

DATE: August 11, 2008
TO: All 9-Month Faculty
FROM: Brett Knecht
NSU Payroll Department

9-Month Faculty members have the option of receiving their salary in either nine (9) or twelve (12) checks. Once the option is selected, it will be **irrevocable** until the next academic year. Please indicate your option and return this form to the Payroll Department – Business Affairs Office, St. Denis Hall, by September 5, 2008.

_____ I would prefer to receive nine (9) checks.

_____ I would prefer to receive twelve (12) checks.

DATE

NAME (PLEASE PRINT)

DEPARTMENT

SOCIAL SECURITY NUMBER

NOTE: For faculty members electing twelve (12) checks, **ALL** payroll deductions will be deducted from your **1st Nine Checks** (September through May), with the exception of any child support order, wage garnishment, or credit union deduction, which will be deducted from all twelve checks. Federal and state taxes will be deducted from the number of checks opted above.