

**UNIVERSITY OF HOUSTON
FACULTY PAY OPTIONS**

NOTE: This form is required for all new faculty and continuing faculty changing pay options.

The University of Houston offers to eligible faculty the option of receiving their academic year (9 months or more) salary over a period of up to twelve months. The pay option allows a faculty member to receive twelve equal (prorated) payments for the pay distribution period October 1 to September 1, rather than nine equal payments dated October 1 to June 1. Your salary will be direct-deposited into your designated bank account on a monthly basis on the first of the month beginning October 1. Eligibility is denoted by a nine month contract, ten month contract, eleven month contract, or twelve month contract and a salaried position. Once a pay option is elected, it is irrevocable for the fiscal year. Further, the option is automatically carried forward into each new fiscal year unless a change in pay option is submitted prior to September 1st of the effective year.

In order to secure proper identification into the University payroll system, it is essential that pay option selections be communicated upon acceptance of faculty status. In order to facilitate this process, please complete the information requested below and return with your formal acceptance transmittal prior to September 1st of the academic year. No elections or changes will be accepted after September 7th.

Name (Type or print legibly)

Employee ID

College

Department

Academic Year

I wish to receive my pay in (check one):

9 equal payments

or

9 pay 12 (9-month salary paid over 12 months)

10 equal payments (if 10-month faculty)

or

10 pay 12 (10-month salary paid over 12 months)

11 equal payments (if 11-month faculty)

or

11 pay 12 (11-month salary paid over 12 months)

12 equal payments (if 12-month faculty)

I understand that my election of the above option is ***irrevocable for this current fiscal year***. I understand further that this election will be automatically carried forward to each new fiscal year that I am employed by the University, ***unless*** I submit a change in my pay option election prior to September 1 of the fiscal year that the change is to become effective.

Signature

Date