# A logo for a university  Description automatically generatedMUS Faculty AY 26 Pay Election Form

Complete this election form **only** if you are electing to receive 26 paychecks over the year instead of 20. **Completed forms will go into effect the first pay of the following academic year**. Submit completed form to msupayroll@montana.edu

# Faculty Information Department Information

Name: Name of Department:
MSU Email Address: Department Head:

Authorization

By signing below, I hereby authorize MSU Human Resources to convert my current AY pay schedule into a series of payments spread over 26 pays, starting with the first paycheck for Fall semester, ending with the last paycheck of the following summer. I understand this change will not affect my annual rate of pay or my leave accruals. Furthermore, I understand that I may not request a change to my pay schedule mid-contract. Participation in this pay schedule will continue from year-to-year until I request otherwise.

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Faculty Member Signature Date

*HR use only:*

*Benefits: Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payroll: Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Initials Date Initials Date*