

Payroll Selection Form for Staff

Designated staff members at Rhodes College have jobs requiring them to work less than 12 month per year. For those staff members, Rhodes offers the opportunity to spread their wages over 12 months effective with their start date in each new fiscal year. This option is only available for those who are employed for an entire fiscal year.

New staff members must select their preferred payment option prior to their start date in the new fiscal year. Payment selections are irrevocable for that year, and will continue each fiscal year until Human Resources receives written notice to change. Any written changes must be received in Human Resources no later than June 15th.

Please select one of the following:

- I hereby elect to receive my pay in equal bi-weekly payments over 12 months (26 pays) instead of the 10 months that I am scheduled to work.
- I hereby elect to receive my pay in equal bi-weekly payments during the 10 months (22 pays) that I am scheduled to work.

Employee Name (please print)

Employee Signature

Banner ID number

Date