

PAY OPTION

Miles extends a 12-month Pay Option to personnel under 9-month contracts. Please indicate below the basis on which you wish to be paid.

9 – Month _____

12 – Month _____

I understand that once I have indicated the basis on which I wish to be paid, no change can be made during the Fiscal Year. I further understand it is my responsibility to see that my optional payroll deductions (annuities and credit union) are revised to fit the pay basis that I have elected.

Signed: _____

Date: _____

Soc. Security Number: _____

This form must be returned to the Office of Business Affairs. Personnel who do not return this form will automatically be paid as contracted.

BUSINESS OFFICE USE ONLY

Approval Business Manager

Date