



MILES COLLEGE

P.O. BOX 39800
BIRMINGHAM, ALABAMA 35208
(Phone) 205.929.1439; (Fax) 205.929.2598

BUSINESS OFFICE

Miles extends a 12-month Pay Option to personnel on 9-month contracts. Please indicate your preference below.

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 ensure that my optional payroll deductions (annuities and credit union) are revised to fit the pay options that I have elected.

Name: _____
(Please Print)

Signature: _____

Employee ID Number: _____ Date: _____

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

Approved: _____
Sr. Vice President Finance & Administration

Date: _____

Revised 7/16