

Anoka-Ramsey Community College Paycheck Option Form For Full-Time Faculty

Full-time unlimited faculty members have the option of being paid over a nine-month period or having their pay spread over a twelve-month period. The nine-month pay option begins with the beginning of fall semester and runs through the end of spring semester. The twelve-month pay option begins with the beginning of fall semester and runs twelve months. Pay period end dates are every other Tuesday and paychecks are issued every other Friday.

Please indicate below which pay option you prefer for the 2009-2010 academic year.

____ 9 month pay option

____ 12 month pay option

NOTE: After you have exercised this election, please be advised that your pay for future academic years will be paid in the same manner unless you notify the Human Resources Office in writing that you wish to receive your pay over a different pay option prior to the commencement of the ensuing academic year.

If you fail to return this form to the Human Resources Office by August 1, 2009, you will be placed on the **9-month pay option**.

Faculty Member Signature

Date

Printed Name

Please submit this form to the Human Resources Office