

FACULTY SUMMER OPTION PROGRAM
(Academic Regular Salary paid over 12-months)

The regular 18-pay schedule (one half pay, sixteen full pays, and one half pay) of a Faculty member's Academic Year Regular Salary begins on August 31st and ends on May 15th of the following year.

I request to receive my academic year regular salary (not including overload, extra service, etc.) over 25 pay periods (one half pay, twenty-three full pays, and one half pay) starting August 31st of the current year, ending August 31st of the following year.

I understand that the Payroll taxes associated with my academic Year Regular Salary will be withheld during the 25 pay periods of August 31st through the following August 31st when I receive it.

I understand that a negative amount will appear on my paystub under Earnings, as "Summer Option". This amount will be subtracted from my Regular Salary from August 31st through April 30th.

I understand that the total "Summer Option" subtracted will be paid to me from May 15th through August 31st. A positive amount will appear on my paystub under Earnings, as "Summer Option".

Please cancel my participation in the Faculty Summer Option Program.

I understand that if applicable, the total "Summer Option" subtracted to date will be paid to me and taxes will be withheld in my next pay, and no further "Summer Option" will be subtracted from my future pays. Further, I understand that my Academic Year Regular Salary for the next academic year will be paid over 18 pay periods starting August 31st.

Name _____ SUID Number _____
(Please Print)

Signature _____ Date _____

Please forward this form to: Payroll Service Center
Skytop Office Building, Room 106
payroll@syr.edu
Fax: (315) 443-9565