

**UNIVERSITY OF SOUTHERN CALIFORNIA
VITERBI SCHOOL OF ENGINEERING
REQUEST FOR CHANGE IN PAYMENT SCHEDULE
FOR FACULTY MEMBERS**

Faculty members on an academic year appointment (beginning August 16) may elect to receive their academic year base salary in ten payments (Aug 16 through May 15) or thirteen payments (Aug 16 through the following Aug 15), with the first payment being on August 26th.

Payment schedules may be changed once per year during the summer months. NO change in individual payment schedules will be permitted once the Fall semester has begun, even if expected summer income does not materialize; so it is important that summer financial needs be carefully considered prior to selecting a payment option.

To change your payment schedule, please complete this form and return it to Arazeli Dorado, Engineering Finance Office, OHE 310 no later than July 31. The requested schedule will remain in effect until you submit a new form, so long as you continue to be employed on an academic basis. It is not necessary to complete a new form each year, unless you wish to make a change.

Information about benefits coverage for the summer months for those on a ten month pay option is available in the Benefits Office in FIG 201.

I hereby request that the University spread my academic year base salary over:
(Please note August and May are ½ month salaries)

_____ 10 months (Aug., Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr., May)

OR

_____ 13 months (Aug., Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr., May, Jun., Jul., Aug.)

Beginning August 26, _____. I understand that I may not request a change in my payment schedule for one year, and that this payment schedule will remain in effect until further notice from me. I further understand that all payroll taxes will be withheld based on my actual monthly salary, and that I must submit a revised W4 and/or DE4 to request any change in my withholding.

Name: _____
(Please Print)

Employee #: _____

Department: _____

Employee Signature: _____

Date: _____

RETURN TO ENGINEERING FINANCIAL OFFICE – Attn: Arazeli Dorado, OHE 310, MC 1454
MUST BE SUBMITTED NO LATER THAN JULY 31