



SANTA MONICA COMMUNITY COLLEGE

OFFICE OF HUMAN RESOURCES

To: Full-Time Faculty
FR: Tre'Shawn Hall-Baker, Interim Dean, Human Resources
RE: Payment of Yearly Salary in 12 Equal Payments

Pursuant to the collective bargaining agreement with the Faculty Association, full-time faculty shall have the option of receiving their annual salary in 12 (twelve) installments on the first of every month.

If you are currently receiving your annual salary in 12 installments, your request will automatically renew and you will not need to complete a new form.

The following payment options are available to full-time faculty, please check only one:

1. [] I elect payment in 12 installments (New-Election required). If you would like to request the payment of your annual salary in 12 installments, please complete the form below and return it to the Human Resources Office between May 6th - June 7th. You will receive a paycheck the first working day in August. If this form is not submitted within the above timeframe, you will receive your annual pay in 10 installments.

OR

2. [] I elect payment in 10 installments (New-Election required). If you are currently receiving your annual salary in 12 installments but would like to reinstate to the 10 installments option for the upcoming fiscal year, please complete the form below and return it to the Human Resources Office between May 6th - June 7th. You will receive a paycheck the first working day in October.

I acknowledge that this designation will be in force and cannot be changed during the current fiscal year.

Form with fields: Last Name: (Please Print or Type), First Name:, Social Security Number:, Signature:, Date: