HARTNELL COLLEGE

Human Resources & Equal Employment Opportunity

ACADEMIC PAYROLL ELECTION FORM

Printed name Datatel ID# or last 4 of SSN

I elect the following schedule of payment which will be effective beginning the 2023 / 20 24 academic year

- ☐ 10 equal payments: first payroll check is paid August 31, the last is paid May 30.
- ☐ 10 equal payments with additional two month deferment: first payroll check is paid August 31; money deferred from monthly payroll checks is paid out July 31 for a total of 12 payments.

I understand **this election is irrevocable** for the above-designated academic year.

I further understand this election will continue each subsequent year **unless changed before August 1 the subsequent year.**

If I choose to make this change, I understand I must submit a revised Election Form to payroll **before August 1 the subsequent year.**

Signature Date