Community College System of New Hampshire

A216 (11 month) Academic Employees
Payment Election Form

As an academic employees assigned to the A216 (11 month) academic schedule, you may elect to receive your earnings over your assigned academic year in twenty-four (24) bi-weekly payments or over a period of twelve months in twenty-six (26) bi-weekly payments beginning at the start of the academic year. Payment elections must be made prior to the start of the academic year (work period) and cannot be changed after the academic year (work period) begins.

Please identify the number of pay periods in which you wish to receive your wages. This payment election shall take effect as of the first pay period of the academic year and shall remain in place until such time as a new election is made.

Please check one: ____ **24 bi-weekly payments over 11 months**

____ **26 bi-weekly payments over 12 months**

_____ _____ - _____ - _____
Name (Please Print) Social Security Number

_____ _____
Job Title College/Work Location

I have read and understand the provisions associated with my wage payment election.

_____ _____
Employee Signature Date

Original – CCSNH Payroll/Human Resources Department.

Copy - Employee