

Merit Bonus Payment Over Four Pay Periods

Your merit bonus payment is currently scheduled to be paid on either September 13, 2019 (for semi-monthly paid employees) or September 20, 2019 (for bi-weekly paid employees).

As an alternative, you may elect to receive the payment in equal installments over four pay periods beginning on the above dates.

If you elect to have your merit bonus paid over four pay periods, please check the box below, sign and send a copy of this authorization form to Human Resources by September 4, 2019. Please note that you can email a scanned copy of this form to hr@rit.edu.

If your response is not received by September 4, 2019, the payment timing will default to a single lump sum.

I elect to receive my merit bonus payment in a series of 4 equal installments on the following pay period dates:

- Semi-Monthly Paid Employees: September 13, September 30, October 15, and October 31
- Bi-Weekly Paid Employees: September 20, October 4, October 18, and November 1

Signature

Date

Printed First Name Last Name

email address