

One-time Merit/Exceptional Performance Payment(s) Over Four Pay Periods

Your one-time, lump sum payment for merit and/or exceptional performance is currently scheduled to be paid on either September 14, 2018 (for semi-monthly paid employees) or September 21, 2018 (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 lump sum payment paid over four pay periods, please check the box below, sign and send a copy of this authorization form to Human Resources by September 5, 2018. Please note that you can email a scanned copy of this form to hr@rit.edu.

If your response is not received by September 5, 2018, the payment timing will default to a single lump sum.

I elect to receive my lump sum payment(s) in a series of 4 equal installments on the following pay period dates:

- Semi-Monthly Paid Employees: September 14, September 28, October 15, and October 31
- Bi-Weekly Paid Employees: September 21, October 5, October 19, and November 2

Signature

Date

Printed First Name Last Name

Email Address