

Merit Bonus Payment Over Four Pay Periods

Your merit bonus payment is currently scheduled to be paid on either October 13, 2017 (for semi-monthly paid employees) or October 20, 2017 (for bi-weekly paid employees).

As an alternative, you may elect to receive the payment in equal installments over four pay periods beginning with the first pay period in October.

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 October 6, 2017. Please note that you can email a scanned copy of this form to hr@rit.edu.

If your response is not received by October 6, 2017, 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:

- October 13, October 31, November 15, and November 30 (semi-monthly paid employees)
- October 20, November 3, November 17, and December 1 (bi-weekly paid employees)

Signature

Date

Printed First Name Last Name

Email Address