

**University Payroll Services  
The University of Southern California  
Faculty Compensation Payment Election Form**

**For New Faculty and Continuing Faculty Changing Payroll Schedule  
Effective academic year commencing August 16, \_\_\_\_\_  
(YYYY)**

As a faculty member on academic year appointment, you may elect to receive your salary either over the term of your contract (typically August 16 through May 15) or over the 12-month fiscal year beginning July 1. [The “default” pay option is to be paid over the term of your contract.]

In order to make your election, please complete and return this form to your Home Department Coordinator before June 1 of the year in which you wish to change your pay option. You understand that you cannot revoke this election during the academic year. Your participation in this schedule of payments will continue from year to year until stopped by you prior to the beginning of a new fiscal year.

*If you elect to receive your academic year pay over the 12-month fiscal year, your compensation will be paid July through June of the following year.*

The pay you receive for the period starting July 1 and ending on the date your new academic year assignment begins (typically August 16) is an advance from the university on your fall semester salary. If for any reason you do not work at USC for the entire fall semester, by signing below you agree to repay the prorated amount of salary advanced but not earned without further demand from the university.

In order to process your selection for the next academic year, please complete, sign and return this form to your Home Department Coordinator by June 1.

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Department \_\_\_\_\_

Campus Address \_\_\_\_\_

- I elect to have my academic year compensation paid to me over 12 months (July 1 through June 30.)
- I elect to have my academic year compensation paid to me over the term of my contract (typically the 9-month academic year, August 16 through May 15).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to your Home Department Coordinator by June 1.