NOTIFICATION TO PAYROLL REQUESTING
SALARY DEFERMENT

I, ______________________________________________, G# _________________________________________

hereby authorize the Payroll Department of Grambling State University to defer my
____ nine-month or ____ ten-month salary beginning this academic year. This will result in
12 equal payments in addition to a separate Summer School payment (if applicable).
In addition, I am aware that any deductions will also be deducted over the 12-month period.
Furthermore, I understand that this deferment will remain enforce and will be concurrent (Academic
Year to Academic Year) unless a written request is received in the Human Resources Department by
August 15th.

Signature: ___________________________________________ Date _______________________

The original of this form was submitted to the Human Resources Department on:

__________________________ Rec’d by: ____________________________
Date                                                                                              Human Resources Staff

NOTE: Lecturers and termed faculty are not eligible for salary deferment.