



## Office of Human Resources

### 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:

\_\_\_\_\_  
Date

Rec'd by: \_\_\_\_\_  
Human Resources Staff

ORIGINAL \_\_\_\_\_ HUMAN RESOURCES

COPY \_\_\_\_\_ EMPLOYEE FOLDER

COPY \_\_\_\_\_ EMPLOYEE

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