

IFO PAY OPTION SELECTION

**Pay Options (check one):**

\_\_\_\_\_ 9 month pay option  
19.1 payroll periods  
20 bi-weekly paychecks  
First paycheck is prorated.

Insurance premiums that are the responsibility of the faculty member are deducted semi-monthly during the academic year. A balloon payment for summer premiums is deducted in the spring.

\_\_\_\_\_ 12 month pay option  
26 payroll periods  
27 bi-weekly paychecks  
First and last paychecks are prorated.

Insurance premiums that are the responsibility of the faculty member are deducted semi-monthly for 12 months a year.

After you have exercised this election, please be advised that all pay for future academic years will be paid in the same manner unless you notify Human Resources in writing that you wish to receive your pay using a different pay option prior to the commencement of the ensuing academic year.

You may return this document to Human Resources, Box #1 or to our mailing address:  
**Human Resources; 1500 Birchmont Drive NE, Box #1; Bemidji State University, Bemidji, MN 56601**

The form will also be available on the Human Resources website.

Please call Terri (755-2502), Cheryl (755-2501) or Linda (755-2500) if you have questions regarding the information above.

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name