

## SPRING / FALL PAY DISTRIBUTION FORM

Employee Name: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_

Semester:            Spring                      Fall    OR    Contract Dates: \_\_\_\_\_

I would like my pay distributed in the following manner:

### PLEASE CHECK ONE

- (1)     One payment at the end of the contract
- (2)     Two Payments (1 at the halfway point and 1 at the end of the contract)
- (3)     Biweekly payments for the length of the contract

Amount of contract: \_\_\_\_\_                      Signature \_\_\_\_\_

Date \_\_\_\_\_

If you have questions regarding your payments, contact Cheryl Morris at 410-543-6046 or [camorris@salisbury.edu](mailto:camorris@salisbury.edu).

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### REMINDER

Your contract cannot be processed without a W4 form and direct deposit form. If Payroll receives a contract for an employee without a W4 form and direct deposit, either on file already or attached to the contract, they will send the contract back to the department until the forms are received. This means you will not be paid in a timely manner.

Do you have a current W4 form on file in Payroll?                      Yes                      No

Do you have a current Direct Deposit form on file in Payroll?                      Yes                      No

If you have questions regarding these forms, contact Kimberly Causey at 410-677-5377 or [kscausey@salisbury.edu](mailto:kscausey@salisbury.edu).