



Yosemite Community College District
Human Resources

PAYROLL DESIGNATION FORM

Indicate the preferred number of equal payments for faculty contract.

- This designation will remain in effect unless revoked by the employee.
- Changes cannot be accepted mid-year.
- Changes will only be accepted during May and June for the next contract year.

Check One:

- Ten equal payments beginning in August and ending in May.
- Twelve equal payments beginning in August and ending in July.

*Please note that contracts that are less than 10 months are not eligible for 12 payments.

Employee Name: _____ Colleague ID#: _____

Employee Signature: _____ Date: _____