

Office of Human Resources

**NOTIFICATION TO HUMAN RESOURCES REQUESTING
SALARY DEFERMENT**

I, _____, SS# _____

hereby authorize the Human Resources Department of Grambling State University to defer my _____ nine-month or _____ ten-month salary beginning the 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 by the Human Resources Department by August 15th.

Signature _____

Date _____

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

Date

By _____
Human Resources Staff

ORINGAL – HUMAN RESOURCES

COPY – EMPLOYEE FOLDER

COPY - EMPLOYEE