



## Summer Pay Program Request

---

### REQUEST TO STOP

#### **Summer Pay Program Guidelines:**

*Please stop deducting summer pay from my paycheck. I understand that all stop requests received by the 15<sup>th</sup> of the month will be processed for that pay period, with no exceptions.*

*I further understand that if I wish to restart Summer pay to be withheld, I am required to wait until the start of the next fiscal year. **One (1) change is allowable per fiscal year.** I understand this request is due in the Payroll Department by the 15<sup>th</sup> of the month. It will be paid to me on the pay-date which follows the cut-off of the 15<sup>th</sup>, with no exceptions.*

Employee Name (Please Print): \_\_\_\_\_

Employee Position Title: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Revised 11/16