

12-Month / 10-Month Payment Schedule Switch Process

To request a change to your faculty payment schedule, follow these steps:

1. Go to the **Rider University website**
2. Click "**About**" in the navigation menu
3. Select "**Offices & Services**"
4. Click "**Human Resources**"
5. Click "**FORMS & POLICIES**"
6. Scroll to the "**Miscellaneous Forms**" section and download the ["Faculty Payment Options"](#) form
7. Print the form, complete it, and email it to **payroll@rider.edu**

Important: Submit the completed form no later than **September 1st** for it to take effect for the upcoming Academic Year. This election cannot be changed mid-Academic Year due to system limitations.