



## Payroll Option Request

Please select one of the following options listed below. If this form is not returned to the personnel Department, we will assume option #1. **Once a payment option is selected, it cannot be changed during the year.** It will remain in effect permanently unless written notice is submitted by September 1 of the school year

1. Selecting the 26 pay period option means you will be paid on each regular payroll date beginning in September, and ending in August of the following year.
2. Selecting the 26 Pay period option with a lump sum payment means you will be paid on each regular payroll date beginning in September, and receive a lump sum at the close of the school year for the summer payroll dates.
3. Selecting the 22 pay period options means you will be paid on the regular payroll dates beginning in September and ending in June of the following year. Since you will not be receiving paychecks during the summer months, double deductions for all benefits will be taken in May and June.

Please see the attached memorandum for pay days and dates.

I elect:      Option #1 ☐                      Option #2 ☐                      Option #3 ☐

Name \_\_\_\_\_ School \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_