

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

PAYROLL CHANGE REQUEST

During the month of June each year (and upon initial employment) teachers, teaching assistants and nurses may elect which method of payment he or she desires for the ensuing school year. If you are a new employee or you wish to change from your current mode of payment, please complete the following:

I wish to choose the following pay option beginning in September for the upcoming school year. I understand that this option will continue in effect unless changed. Changes cannot be made once the school year begins. The open period for changes only occurs once per year for the subsequent school year.

OPTIONS FOR SALARY PAYMENTS:

- A. 1/22 OPTION. Under this plan, I will receive my annual salary in twenty-two installments with the first installment for 1/43rd of gross and each of the remaining payments will be for 2/43rds of gross.
- B. 1/26 OPTION. Under this plan, I will receive my annual salary in twenty-two installments each of which will be for 1/26th of gross except for the final installment, which shall be for 5/26ths of gross.

NAME _____
(Please Print)

SIGNATURE _____

BUILDING _____ DATE _____

EFFECTIVE SCHOOL YEAR _____

FORWARD COMPLETED FORM TO: Payroll Department
Central Administration Offices

***If you choose the 1/26 option you must also sign and submit the attached Salary Election Form for IRS purposes to avoid additional payroll taxes.**