SCHOOL BASED EMPLOYEE PAYROLL OPTIONS

Employees will be paid according to the Payroll Calendar on the ESD website.

TEN-MONTH (SCHOOL-BASED) EMPLOYEES ONLY - All checks will be issued over 12 months unless the following option is selected:

☐ I wish to have my salary divided into ten (10) equal payments (September-June).

☐ Discontinue ten (10) equal payments.

If you choose the ten month (10 checks) option above, please be advised:

❖ Any out of pocket expenses for medical or dental premiums to cover July and August will be prorated over 9 checks (October-June).

❖ All voluntary deductions relating to premiums for coverage during July and August will be taken 3 times on your June 30 payroll.

Your selection will remain in effect for future school years unless revised before September payroll cut-off date for the following school year.

☐ Classified Employees hired AFTER December 1st of the current year will NOT have the option of summer (July & August) checks and will receive their last check in June. If you return to employment the following September you will receive 12 equal checks unless a new form electing 10 equal payments is submitted before September cutoff.

Employee Name (please print)

________________________________________ __________________________
Employee Signature      Date

If you have any questions, please call Payroll at 503-675-4066.
Return the form to Human Resources or Payroll.