

CORNING UNION HIGH SCHOOL DISTRICT

PAYROLL ELECTION FORM

This agreement replaces all prior agreements and will remain effective until a new form is submitted at the start of a new fiscal/school year.

A new election can only be made at the start of a new fiscal year (July 1st.)

Please select either A or B:

A. ☐ - I want my annual salary to be paid in 11 checks.

- I currently work in 11 months and I understand that I will not receive payment during the 12th month (July).

B. ☐ - I want my annual salary to be paid in 12 checks.

- I currently work in 11 months and agree to an 8.33% (1/12th) deduction from all my monthly take home pay (net pay), which will be retained by the District and released in July as my 12th check.
- I understand that these funds will not earn interest and that I cannot change the amount of the withholding or draw on these funds during the year.
- I understand that all applicable retirement and tax liability will be considered on my monthly gross amount, regardless of the summer bucket deduction, as the deduction being retained to make the 12th check is being taken after taxes.
- The 12th check will be mailed July 31st (or the preceding weekday if the 31st falls on a weekend). I understand that this check cannot be prepared or released earlier than this date, or the July pay date that is set by the County Office if the 31st falls on a weekend.
- If for any reason my employment with the District is severed, any funds being retained by the District for the July check will be paid to me on the next available payroll after the termination of my employment.

EMPLOYEE NAME: _____ PHONE #: _____
Please Print

SIGNATURE: _____ DATE: _____

Summer Pay Example

12th Check Selection-July 31st

Hourly Rate 15.41 x Hours p/day 7 x Days p/year 193 = Annual Pay \$ 20,818.91 Equalized 11 Checks \$ 1,892.63

	Gross Pay	Retirement Deduction	Taxes	Net Pay before Summer Deduction	8.33% Summer Deduction	Net Pay
Aug	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Sept	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Oct	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Nov	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Dec	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Jan	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Feb	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Mar	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
Apr	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
May	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
June	1,892.63	151.41	261.18	1,480.04	123.29	1,356.75
July 31						1,356.16
	20,818.91	1,665.51	2,873.01	16,280.39	1,356.16	16,280.39

Summer/12th Check Paid 7/31	<u>1,356.16</u>
Balance of Summer Deductions Taken	-