

# TEACHER PAYROLL PAY OPTION FORM

FROM: Business Office/Payroll  
RE: Payroll Pay Options

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The Master EML Agreement (Article VII, Section 4) states:

- All teachers will be paid twice per month with checks being distributed on the 15<sup>th</sup> day and the last day of each monthly period.
- Teachers will have two (2) options in regard to payroll checks.

This will be the only time you need to fill out this form unless you elect to change options. NOTE: If you wish to change options in future years, employees must state their choice **prior to June 1<sup>st</sup>**.

**If this form is not returned by the first regular working day, you will be paid under the twenty-four (24) lump pay plan. This will not be subject to change until the following contract year.**

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*Please check one of the following pay options and return to Payroll.*

\_\_\_\_\_ I wish to have my salary paid under the twenty-four **(24) LUMP pay option**. 24 equal installments from September 15<sup>th</sup> through June 30<sup>th</sup>, with the last five installments paid in advance with the June 30<sup>th</sup> payroll check.

Annual Basic Contract ÷ 24 = Gross pay amount per check

\*\*June 30<sup>th</sup> check will be pay amount X 5

\_\_\_\_\_ I wish to have my salary paid under the twenty-four **(24) MULTIPLE pay option**. 24 equal installments from September 15<sup>th</sup> through August 31<sup>st</sup>. You will receive paychecks through the summer.

Annual Basic Contract ÷ 24 = Gross pay amount per check

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Location \_\_\_\_\_