

TO: ALL 10 & 11 MONTH CLASSIFIED EMPLOYEES

FROM: CLASSIFIED PAYROLL

RE: DEFERRED PAY

This form is for employees working less than 12 months, instructing Payroll how to handle their pay for the school year. To update our records, we are requesting that all 10 and 11 month employees complete this form and return it to payroll by September. DEDUCTION STARTS IN SEPTEMBER. This form needs to be submitted to payroll each new school year if you need to make any changes. Please check your September payroll to make sure your deferred pay deduction is active.

NAME _____

ADDRESS _____

SOCIAL SECURITY # 000-00-_____ WORK LOCATION _____

 NORMAL PAY

This option instructs Payroll to pay a 10 – or –11 – month employee normally (In 10 or 11 monthly installments) with no deduction for summer pay. If an employee currently has deferred pay and would like to cancel and return to normal pay, they should choose this option.

 DEFERRED PAY

(Also called 12-month pay and withheld pay)

Resulting in 12 payments per year, this option instructs Payroll to pay an employee in equal monthly installments during the school year (Aug. /Sept - May). With approximately 16-2/3% withheld from net pay for 10 month employees which shall be paid in Two equal installments in July and August. For 11 month employees, approximately 8-1/3% from net pay will be withheld to be paid in One monthly installment in July. The County Payroll system withholds the percentage and places this amount in an escrow account. At the end of July and August, the County payroll system issues checks to employees whom requested deferred pay.

Note: Only the complete deferred pay balance can be repaid. **No partial payments.**

Signature _____

Date _____