VALLEY VIEW SCHOOL DISTRICT 365U

Office Personnel Pay Option Change

Name: ____

Employee ID Number: _________________________

To Begin School Year 2012/2013

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Please select one of the following pay options:

______ 1. By signing below, beginning with the 2012/2013school year, I elect to have my annual base salary paid to me in 23 equal installments, paid every other Friday, beginning in August (i.e. $23,000/23 = $1,000/pay period).

______ 2. By signing below, beginning with the 2012/2013 school year, I elect to have my annual base salary paid to me in 26 equal installments, paid every other Friday, beginning in July or August as determined by my work schedule (i.e. $23,000/26 = $884.62/pay period).

Signature: _____________________________ Date: _________________

PLEASE NOTE:

- Keep a copy for your records
- Your pay choice will remain on file unless you notify the payroll Dept. in writing prior to your first pay of any given school year (a pay choice change form will be available on payroll's web page.