

Rainier School District Paycheck Distribution

School Year Beginning July 1, _____

Form For 10 Month Employees

Before the first checks for the school year can be issued, employees that work 10 months per year must choose how they would like their pay distributed. Below are the options available. Please read through these options and choose the number of checks you would like to receive. Employees that are considered twelve-month employees that normally work and receive a check every month of the year do not need to fill out this form.

If working the full year, you must return this form by September 10th. If hired after the start of school, this form is due 5 business days prior to your first paycheck. If we do not receive this form, you will be defaulted to receive 12 checks and you will not be able to change until the next school year.

Paycheck Distribution

10 Checks

- * Your normal schedule is September through June.
- * Your salary is divided by 10 and paid as one check per month.
- * Pay dates for 2020-2021: September 18, October 20, November 20, December 18, January 20, February 19, March 19, April 20, May 20, June 18
- * Your summer benefits will be deducted THREE times from your single June check.

OR

12 Checks

- * Your normal schedule is September through June
- * Your salary is divided by 12 and paid as one check per month, September through June with two additional checks in June.
- * Pay dates for 2020-2021: September 18, October 20, November 20, December 18, January 20, February 19, March 19, April 20, May 20, June 17, June 18, June 25
- * Your summer benefits will be deducted ONE time from EACH June check.

Please e-mail rsd_payroll@nwresd.k12.or.us if you have any questions.

I am requesting that I receive:

10 Paychecks

or

12 Paychecks

I understand that this request will remain in effect and cannot be changed until July 1 of the following year unless a change in my status during the year causes my wages to be recalculated/redistributed (i.e.: FMLA, unpaid leave, etc).

Please Print Employee Name

Employee Signature/Date