

**APPENDIX A: SALARY PAYROLL OPTIONS**

**2018 - 2019**

Each salaried school - year employee shall have the option of being paid in twenty - one (21) or twenty - six (26) equal installments. The school - year employee shall on an annual basis submit this form to Marathon County Special Education (MCSE) prior to the first day of the school year for which the school - year employee is paid. Once the school - year employee has selected twenty - one (21) or twenty - six (26) pay periods such selection shall be irrevocable for that contract year.

The school - year employee may change such election for succeeding contract year(s) by noting such election on this payroll election form.

The school - year employees shall receive their pay installments on a bi-weekly basis.

Salaried school - year employees who choose twenty - one (21) equal installments will receive their first installment on September 7, 2018 and their last installment on June 14, 2019. **Caution: Payroll deductions (insurance, flex, TSAs...) will be recalculated to cover the premiums due in July and August. This will result in higher payroll deductions from September through June.**

Salaried school - year employees who choose twenty - six (26) equal installments will receive their first installment on September 7, 2018 and all remaining installments on the scheduled dates through August 23, 2019.

Each salaried school - year employee must notify the HR/Payroll Manager at MCSE of the payment option selection prior to the end of the school year preceding the school year the payment changes go into effect.

Direct deposit is mandatory for all employees.

**I choose to receive my pay in:**

\_\_\_\_\_ **Twenty - one (21) equal installments**

\_\_\_\_\_ **Twenty - six (26) equal installments**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date