

**JACKSON BOARD OF EDUCATION
12 MONTH SUMMER PAYROLL OPTION**

In accordance with offering our 10 month employees a 12 Month Summer Payroll Option, the following are the procedures used:

An after-tax payroll deduction will be taken for 1/10th of your regular gross earnings each pay period, with the exception of a 3rd payroll in a month where only taxes are deducted. The amount will show as "Summer Pay" in the deduction area of your check stub. The total accumulated monies will be paid out to the employee in four equal installments payable in July and August via direct deposit.

The Summer Pay Option will remain in effect until such time that written notification to stop the deduction is received by the payroll office.

Please fill out the bottom portion and return it to the payroll office if you wish to participate in the 12 Month Summer Payroll Option.

IMPORTANT NOTE REGARDING SUMMER PAY OPTION AND DIRECT DEPOSIT - Changes to banking for summer pay option employees cannot be made during the summer months. Please do not close any account we have on file after June 15th. Changes can only be made before June 15th or in September.

If you have further questions, please call the Payroll Office at ext. 4214, 4235 or 4652.

I AGREE TO THE TERMS OF THE 12 MONTH SUMMER PAYROLL OPTION AS DEFINED ABOVE.

SCHOOL YEAR _____

PRINT NAME _____

SOCIAL SECURITY # _____

SIGNATURE _____

TODAY'S DATE _____

*Please note that this form must be completed and returned to the Payroll Department to start this deduction.