

SOUTH COUNTRY CENTRAL SCHOOL DISTRICT
189 DUNTON AVENUE
E. PATCHOGUE, New York 11772
Telephone: 631-730-1520
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Joseph L. Cipp Jr.
Superintendent of Schools

Alan Phillips
Interim Assistant Supt. for Business

MEMORANDUM

TO: All Teachers, Teacher's Assistants, and Monitors
FROM: Alan Phillips *ASP*
RE: Choosing Payroll Frequencies for the 2010-2011 School Year

As you were notified last year, this is your opportunity to choose the frequency of your 2010-2011 payrolls. The payroll schedule will be either 21.5 payments bi-weekly OR 26.5 payments bi-weekly.

This Election Form must be returned by August 2nd only if you are choosing a different frequency from the 2009-2010 school year, i.e. if you selected 26.5 paychecks this year and do not want to change, then you do not need to return this form.

Please note: once elected, this option is irrevocable during the current school year.

Change of status and address: Changes in family status and change of address should be reported to the Accounting Department as soon as possible **ON A SEPARATE FORM.**

TO THE PAYROLL OFFICE:

I select the following payment plan for the school year 2009-2010: *(please circle your choice)*

PLAN A – 21.5 payments (*)
PLAN B – 26.5 payments (**)

Name

Print Name

NOTE:

*Those individuals choosing the 21.5 payment plan may be overpaid during some period of the school year. Should an individual leave his/her employ during the year, in such case, a reimbursement of funds would have to be made to the school district. Please consult with the payroll office.

**** Please note that your selection of Plan B (26.5 Payments) may result in additional tax liabilities as per IRS regulations. The District is not liable for any tax consequences that may result from your voluntary selection of Plan B.**