



Renee Harris, Executive Director of Human Resources

**Office of Human Resources & Labor Relations**

25 Corporate Park Drive • P.O. Box 396 • Hopewell Junction, NY 12533 • (845) 298-5000 x40116 • Fax (845) 896-1286

**ELECTION OF PAY PLAN  
For 10-Month Employees**

You may elect to be paid over 20 or 24 pay periods. The total amount you will receive will be the same under either plan. If you elect 24 pay periods, you will receive two checks for your last pay in June. One check will represent your final normal check. The second check will represent four additional payments.

You cannot change pay plans during the course of the school year. However, if you wish to change pay plans in any subsequent school year, you may do so by notifying the Payroll Department, in writing, no later than August 15 (WFW Unit members must notify payroll, in writing, no later than August 31).

\_\_\_\_\_ 20 pay periods

\_\_\_\_\_ 24 pay periods

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date \_\_\_\_\_