



Colton School District 53

**CLASSIFIED EMPLOYEE
PAYROLL OPTIONS**

Employees will be paid according to the Payroll Calendar on the Colton website.

10-MONTH EMPLOYEES ONLY - All checks will be issued over 10 months (September – June) unless the following option is selected:

- I wish to have my salary divided into twelve (12) equal payments (September-August), for 10 month employees that work more than 5 hours per day only.

If you choose the twelve equal payments (12 checks) option above, please be advised:

- ❖ Checks for July and August will be paid via direct deposit during the prior month of June.

11-MONTH EMPLOYEES ONLY - All checks will be issued over 11 months (August – June) unless the following option is selected:

- I wish to have my salary divided into twelve (12) equal payments (August-July), for 11 month employees that work more than 5 hours per day only.

If you choose the twelve equal payments (12 checks) option above, please be advised:

- ❖ Checks for July will be paid via direct deposit during the prior month of June.

Your selection will remain in effect for future school years unless revised before the first payroll cutoff of the school year.

10 and 11 MONTH EMPLOYEES:

- Discontinue twelve (12) equal payments.

Employee Name (please print)

Employee Signature

Date