



Rainier School District #13

**PAYCHECK DISTRIBUTION FORM (Employee)**

Before the first checks for the school year can be issued, employees that work 10 months per year must choose how they would like their pay distributed. Below are the options available. Please read through these options and choose the number of checks you would like to receive. Employees that are considered twelve-month employees that normally work and receive a check every month of the year do not need to fill out this form.

If working the full year, you must return this form by September 10th. If hired after the start of school, this form is due 5 business days prior to your first paycheck. If we do not receive this form, you will be defaulted to receive 12 checks and you will not be able to change until the next school year.

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| <b>10 CHECKS</b>   |
| <ul style="list-style-type: none"> <li>Your normal schedule is September through June.</li> <li>Your salary is divided by 10 and paid as one check per month for 10 months.</li> <li>Pay dates: September-June on the 20th (<i>If the 20th falls on the weekend your pay day will be the Friday before the 20th</i>) of each month with the exception of June. In June you will receive 3 checks on 3 separate days between June 15-25.</li> <li>Your summer benefits will be deducted 3 times from your single June check.</li> </ul> |

OR

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| <b>12 CHECKS</b>   |
| <ul style="list-style-type: none"> <li>Your normal schedule is September through June.</li> <li>Your salary is divided by 12 and paid as one check per month for 10 months, with 2 additional checks in the 10th month.</li> <li>Pay dates: September-June on the 20th (<i>If the 20th falls on the weekend your pay day will be the Friday before the 20th</i>) of each month with the exception of June. In June you will receive 3 checks on 3 separate days between June 15-25.</li> <li>Your summer benefits will be deducted 1 time from each June check.</li> </ul> |

Please e-mail [rsd\\_payroll@nwresd.k12.or.us](mailto:rsd_payroll@nwresd.k12.or.us) if you have any questions.

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| <b>I AM REQUESTING THAT I RECEIVE:</b>  |
| <p style="text-align: center;"> <input type="text"/> 10 Paychecks                                      or                                      <input type="text"/> 12 Paychecks     </p> |

I understand that this request will remain in effect and cannot be changed until July 1 of the following year unless a change in my status during the year causes my wage to be recalculated/redistributed (i.e.: FMLA, unpaid leave, etc).

| EMPLOYEE NAME (Please print) | EMPLOYEE SIGNATURE | DATE |
|------------------------------|--------------------|------|
|                              |                    |      |