



Weston Public Schools
Payroll Election Form

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Payroll Election Form	Revised Date:	August 2016
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Policy: Recordkeeping – source documents are maintained for all transactions including payroll election forms.

The purpose of the payroll election form procedure is to provide instructions on how a new teacher is to be paid his/her annual salary or allow a teacher to change how his/her salary is paid for the upcoming school year. Documentation is maintain to support payroll expense.

Completed By:	WEA Positions	Reviewed By:	Human Resource Specialist
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Approved By:	Asst. Supt. for Finance and Operations	Entered By:	Payroll Supervisor
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Form Title:	Payroll Election Form	Estimated Time Frame:	1 working days
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Process for Completion:

The payroll election form is filled out upon hire and may not be changed during the current school year.

The notice is in effect for all years, until the employee changes his/her election.

To complete a Payroll Election Form:

- Enter employee name.
- Select either 10-month payment option, 12-month payment option, or 12-month payment option with summer payment in June.
- Employee signs and dates the form.
- Return to Payroll by June 1st.
- Any change to the form will be effective with the first paycheck in September.
- Information is reviewed and entered into the Munis accounting system.

A blank form is attached for use.

For additional information, please contact:

Name:	Cynthia D. Mahr	Email:	mahrc@weston.org
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Phone:	781-786-5230	Fax:	781-786-5279
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External URL:	www.westonschools.org
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Weston School Committee Policy:	Personnel, G: Payroll Procedures, DKA
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Payroll Election Form

Due to Payroll _____

Employee Name: _____ Employee Number: _____

I hereby elect to be paid my annual salary by the Weston Public Schools for this school year and each school year thereafter, until this election is changed, as follows:

Select one:

10-month payment option (20 payments)

____ Payment over ten months in equal installments semi-monthly beginning in September or on the date specified in any applicable collective bargaining agreement.

12-month payment option (24 payments)

____ Payment over twelve months in semi-monthly installments beginning in the month of September or on the date specified in any applicable collective bargaining agreement.

12-month payment option with summer payment in June (20 payments plus 4 in June)

____ Payment over twelve months in semi-monthly installments beginning in the month of September or on the date specified in any applicable collective bargaining agreement, with the final single lump sum payment in June encompassing all remaining payments due for the final two months of the 12-month payment period. Such option shall be agreed to by the District or provided for by any applicable collective bargaining agreement, but the employer shall retain full discretion to pay the amount of this lump sum in the form of equal semi-monthly payments over the final 2 months of the 12-month payment period.

This notice is irrevocable for any particular school year, and may not be changed or withdrawn after the beginning of the school year in which I am working. This notice will be effective for all years following the 2016-2017, unless I choose to change my election. If I choose not to have my salary deferred in any future school year and be paid only during the period that I actually perform services, I will so notify the employer in writing prior to the beginning work for that school year.

In the event a separation from service occurs before the end of the 12-month payment period, I will be entitled to an additional payment for the amount I have actually earned from the beginning of the 12-month pay period until the date of my separation from service, but which has not yet been paid. This additional payment will be included in my final paycheck. For this purpose, "separation from service" shall have the same meaning as that term is defined in section 1,409A-1(h) of the Treasury Regulations.

Signature

Date