

**NEW EMPLOYEE
PAYMENT SCHEDULE**

2020-21

If you are a 9 month employee you are on a September to August pay cycle. New employees are given the option to get paid early for the first year. If you choose you can be on an August – August pay cycle with your yearly salary divided over 13 payments. The following year you will be on the standard 9 month pay cycle of September – August with your salary divided over 12 payments.

_____ YES, I wish to have my contract divided into 13 monthly payments instead of the usual 12 monthly payments. I understand that I will receive my first payment August 31, 2020 and my last payment for this contract will be August 31, 2021.

_____ NO, I would not like for my contract to be divided into 13 monthly payments. I would like to have my contract divided into the usual 12 monthly payments. I understand that I will receive my first check on September 30, 2020 and my last check for this contract will be August 31, 2021.

Printed Name _____

Signature _____ Date _____