



Payroll Department  
124 Grand Street  
Newburgh, NY 12550  
(845) 563 - 3440

## *10 Month Contract Employees Payment Options*

All 10 month contract employees are paid for services on a bi-weekly basis and exercise an option to be paid in twenty one (21) equal payments between September and June, or the 1/26 basis to be paid in twenty (20) equal payments plus 6/26<sup>th</sup> last pay check.

In order to prepare for payroll processing, it is necessary for each ten-month employee to indicate a preference. If no preference is indicated, payment will be on the 1/26<sup>th</sup> basis. Options are binding and cannot be changed during the school year. Additionally, no changes can be made after the first pay of the school year.

**\*\*Please Select Your Preference Below, Sign, and Return to Human Resources\*\***

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I prefer to receive my salary on the following: (Check One)

1/21 Option – 21 equal bi-weekly payments September – June

1/26 Option – 21 equal bi-weekly payments September – June

Plus, a lump sum balance of contract paycheck.

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

School: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_