

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CA 92071

MEMORANDUM

IMPORTANT PAYROLL INFORMATION

May 10, 2005

TO: Nine and Ten Month Classified Non-Management Employees
FROM: Karen Lippert, Payroll Specialist
RE: 10//12 Pay Option

*Effective July 1, 2004, classified non-management employees will be offered the option to choose a 12-pay payroll plan. If an employee should choose the 12-pay plan, the San Diego County Office of Education will take 16.67 percent of the net pay reflected on each monthly payroll register and deduct that amount monthly, September through June. The monies deducted are deposited into a non-interest bearing trust account for distribution to the employee in the following July and August. **Employees that opt for 12-pay will receive a check in July and August; however, it cannot be direct deposited into a savings or checking account.** Please note that the July and August checks will have no deductions or taxes withheld. If an employee terminates at any time during the school year, a check for the total amount in the employee's 10/12-trust account will be issued on the next payroll issue date.

This option is available only to employees who receive 10 equal paychecks, September through June. This option will be available to interested employees beginning in fiscal year 2004-05.

Please contact the Payroll Department at extension 2314 if you have any questions. This form is also available at the following website: www.santee.k12.ca.us/payroll/

Classified Payment Option Form

Please choose the option below that will best suit your financial needs. **Please return a signed copy to payroll.**

- 10-pay option (10 equal payments, September through June)
 12-pay option *See above description

I understand my signature below will authorize Santee School District to convert my payroll to the option I've selected above. Further, the above selected option will remain in effect until I make a change by completing and submitting another selection form.

If you have any questions, please contact the Payroll Department at extension 2314.

Employee Name (please print)

Social Security Number

Employee Signature

Date