

St. Francis Area Schools

Payroll Department
4115 Ambassador Boulevard NW, St. Francis, MN 55070
763-753-7047 • www.isd15.org

Request for Lump Sum Payment of July, August Paychecks

**This form must be received and date stamped in the Payroll Department
no later than 4:00 p.m., Monday, May 17, 2021.**

Employee's annual salary is divided over 24 equal installments beginning in September and running through the end of August. All St. Francis Area Schools employees may continue to receive the equal installment checks throughout the summer or choose to have a lump sum paycheck for July and August paid on the second payroll in June.

If a lump sum distribution is elected, it will occur each year unless payroll is notified before the May deadline.

Please fill out the information below if you choose to receive a lump sum distribution in June and discontinue regular scheduled paychecks throughout the summer. Your first paycheck of the next school year will begin in September.

I understand that receiving a lump sum distribution for the months of July and August does not change the frequency of paychecks during the school year. I am electing to receive my July and August paychecks in one lump sum the second payroll in June.

Name _____ Position _____

Location _____

**Return this completed form ONLY if you are choosing the lump sum payment
and *have not* filled out this form in previous years.**

Contact Lisa Fryer, Payroll Supervisor, if you have any questions at 763-753-7047.