

# SUMMER PAY DEDUCTION REQUEST FORM

## NEW HANOVER COUNTY SCHOOLS

Name (Please Print): \_\_\_\_\_  
Last First M

Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

### ELECTION

I request the following amount be deducted from my monthly pay for disbursement in June and July in two equal installments. I understand that:

1. This election will continue from year-to-year unless retiring, resigning or moving to a year round school.
2. No interest will be earned by me while NHCS holds these funds (utilizing the Summer Cash account or Savings account option instead of Summer Pay would allow me to earn interest).
3. After July 1, 2021, this deduction may be increased or decreased at my request using Employee Self Service.
4. Any unpaid leave of absence will affect my summer installment amounts.

I elect \$ \_\_\_\_\_ **monthly** amount to be taken in 10 deductions from August – May.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note:

- Employee Self Service (<https://nhcsc12nc.munisselfservice.com/>) is a portal which employees use to electronically submit requests.