



DEFERRED PAY AUTHORIZATION & AGREEMENT FORM

To: All 10 & 11 Month Employees
From: Payroll Department
Subject: Deferred Pay

Deferred Pay is available for employees who work 10 or 11 months in a school year. You can elect to split your **NET PAY** over 12 months: this does not affect your gross wages or taxable income.

- ❖ 10 – month employee: monthly deferred pay deduction is 16.66% of the net pay, paid out in July & August
- ❖ 11 – month employee: monthly deferred pay deduction is 8.33% of the net pay, paid out in July
 - Deferred Pay deductions will take effect on the first paycheck of the school year
 - Please return form to the Payroll Department **BEFORE the 1st check of the Fiscal Year is issued**

Employee Name (Last, First)	Employee ID
School	
	<input type="checkbox"/> Certificated <input type="checkbox"/> Classified
Pay Schedule	
<input type="checkbox"/> I ELECT to have the 12-month deferred pay option. I understand that a portion of my salary will be withheld from each paycheck. See calculation and pay out above. <input type="checkbox"/> I CANCEL my deferred pay option and would like to be paid out the balance on the next available check run.	
Authorization & Agreement	
<p>I authorize Alum Rock Union Elementary School District to prepare my paychecks in the new school year as indicated above.</p> <p>Upon separation from the District, a payroll audit is calculated and the final payroll check is produced. In some circumstances the employee may owe the District; the most common reason for this is due to over used sick leave/vacation.</p> <p>I agree that should employment with the Alum Rock Union Elementary School District end, any payroll adjustments will be calculated and withheld from my deferred pay balance final check. Additionally, if upon ending employment the balance due exceeds my final wages, I agree to repay the District in full, immediately.</p>	
Employee Signature	Date