



# Pittsburg Community Schools

Unified School District 250

## BUSINESS OPERATIONS/PAYROLL DEPARTMENT

### CERTIFIED STAFF LUMP SUM PAYMENT REQUEST

According to Kansas State Statute 74-4940, compensation for members in school employment who are subject to the continuing contract law shall be paid in not less than 12 substantially equal installments, paid once, or more often, each month.

Upon written authorization from the employee, the employer shall pay the balance of the contractual compensation for the school year in one payment upon completion of all contractual obligations of the employee. This authorization must be provided to the employer not later than April 1<sup>st</sup>. The written authorization remains in effect until it is revoked in writing by the employee. Lump sum payments are made no later than June 30 of the school year. Deductions for all employee contributions are made as though the authorization for one payment was not in effect.

To request lump sum payment, please complete the following:

**NAME:** \_\_\_\_\_ **Building:** \_\_\_\_\_

I hereby request a lump sum payment for the balance of my contractual compensation for the school year in one payment upon completion of all contractual obligations. I understand that this authorization remains in effect until revoked in writing by me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Please return signed form to Lita Biggs, Business Operations/Payroll Department on or before April 1<sup>ST</sup>.**