



13-Check Enrollment Form for New Educators ~ 2022-2023

Welcome to the Davis School District Family!

Employee Name (Please Print): _____

School/Location: _____ Employee ID #: _____

Job Title: _____

As a new DSD Educator you have the option of being paid over **13-Checks** (instead of the standard 12-Check pay schedule) for **this year only**. You must return this completed form to the Payroll Department no later than **Wednesday, August 17th**, otherwise you will be on the standard payment schedule and your first check will be September 30, 2022.

Note: Please complete and submit this form ONLY if you are opting in to the 13-Check pay schedule for the 2022-2023 school year.

Educator Payment Schedule

12-Check Payment Schedule (Standard)

First check is on September 30th and your annual salary is divided evenly over 12 months:

Example: Level A – Base Salary of \$50,947

$\$50,947 \div 12 = \$4,245.58$ per month (September 30, 2022 to August 31, 2023)

13-Check Payment Schedule (First Year Only)

First check is on August 31st and your annual salary is divided evenly over 13 months:

Example: Level A – Base Salary of \$50,947

$\$50,947 \div 13 = \$3,919.00$ per month (August 31, 2022 to August 31, 2023)

13-Check Selection

I elect to have my annual salary for the 2022-2023 school year paid over 13 months.

I understand that:

- I will receive my first paycheck on August 31, 2022
 - My monthly salary will be lower during my first year than it would be on a 12-check schedule
- Please sign and date below to **opt-in** to the 13-check payment schedule and return to the Payroll Department no later than **August 17, 2022**.

Email: payrolloffice@dsdmail.net Fax: 801-402-5197

Employee Signature: _____ Date: _____