



## 13-Check Enrollment Form for New Educators ~ 2023-2024

*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 **Tuesday, August 15<sup>th</sup>**, otherwise you will be on the standard payment schedule and your first check will be September 30, 2023.

**Note:** Please complete and submit this form ONLY if you are opting in to the 13-Check pay schedule for the 2023-2024 school year.

### *Educator Payment Schedule*

#### **12-Check Payment Schedule (Standard)**

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

**Example: Level A – Base Salary of \$60,000**

$\$60,000 \div 12 = \$5,000$  per month (September 30, 2023 to August 31, 2024)

#### **13-Check Payment Schedule (First Year Only)**

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

**Example: Level A – Base Salary of \$60,000**

$\$60,000 \div 13 = \$4,615.38$  per month (August 31, 2023 to August 31, 2024)

### *13-Check Selection*

I elect to have my annual salary for the 2023-2024 school year paid over 13 months.

I understand that:

- I will receive my first paycheck on August 31, 2023
- 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.

Return form to the Payroll Department no later than **August 15, 2023**.

Email: [payrolloffice@dsdmail.net](mailto:payrolloffice@dsdmail.net) Fax: 801-402-5197

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_