



OPEN ENROLLMENT

July 1- August 15

REQUEST FOR 12-MONTH PAY OPTION

NAME \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_

WORK SITE \_\_\_\_\_

\_\_\_\_ Start 12-month pay

I hereby authorize a salary deduction for the purpose of 12-month pay beginning with the \_\_\_\_\_ school year. This request shall remain in effect until further written notice is given to the Payroll Department. I understand I cannot change the payment option during the current school year. However, annually I will be able to select a different payment option during open enrollment.

\_\_\_\_ Stop 12-month pay

I am requesting to stop a salary deduction for the purpose of 12-month pay. I understand that my request will go in effect during an upcoming open enrollment window.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please note:*** another option is available through one of the three credit unions. By automatically depositing funds into a credit union account, employees will gain the advantage of earning interest on their money and have access to their funds through the year.

See reverse side for explanation of the 12-month pay calculation.

For Payroll and HR use only:

Payroll

Received by:

Date:

HR

Received by:

Date:

## 12- Month Payment Option

This option is implemented as a deduction. The deduction calculation is handled as follows:

1. TOTAL MONTHLY GROSS SALARY minus MANDATORY DEDUCTIONS minus VOLUNTARY DEDUCTIONS equals NET SUBTOTAL
2. NET SUB TOTAL multiplied by 8.33 % \* = SUMMER PAY DEDUCTION

### EXAMPLE

GROSS	-	MANDATORY DEDUCTIONS	-	VOLUNTARY DEDUCTIONS	=	NET SUBTOTAL
\$4,483.56	-	\$550.28	-	\$933.98	=	\$2,999.30
NET SUBTOTAL	-	SUMMER PAY DEDUCTION	=	NET SALARY		
\$2,999.30	-	\$249.93	=	\$2,749.37		

The summer pay deduction is held in a trust account and then paid in one payment at the end of July. The amount paid at this time is a net salary (no further deductions).

SUMMER PAY DEDUCTION	X	11 MONTHS	=	NET PAY FOR JULY
\$249.93	X	11 (months)	=	\$2,749.23

The amount deducted for summer pay will fluctuate if any changes are made to your gross salary, mandatory or voluntary deductions (a dock for instance will change the amount taken).

If you have any further questions regarding the 12-Month Payment Option please contact the Payroll department:

[payroll@mdusd.org](mailto:payroll@mdusd.org)

(925) 682-8000 x 4201

\*California Education Code § 45165