



PITTSBURG COMMUNITY SCHOOLS USD 250

510 Deill, PO Drawer 75, Pittsburg, KS 66762 Phone: (620) 235-3100 Fax: (620) 235-3106

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 1st . 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 Melissa Pennington, Business Operations/Payroll Department on or before April 1st.