



**ANNUAL PAY OPTION CHANGE FORM**

Richland County School District One employees with work schedules of less than twelve months may, at the beginning of their employment, elect a pay option for year round pay. If you desire to change your present pay option, please complete this form and forward it to the **Payroll Department (Mail Code 750)**. 26 checks will give you pay during summer break.

**NOTE: AS AN EMPLOYEE WITH RICHLAND SCHOOL DISTRICT ONE, ONCE YOU ARE ON YEAR ROUND PAY YOU CANNOT CHANGE. YOU MUST BE ON DIRECT DEPOSIT TO HAVE YOUR SALARY PAID OVER 26 CHECKS AS DIRECT DEPOSIT IS MANDATORY. ALL ANNUAL PAY OPTION CHANGES WILL TAKE TWO WEEKS TO PROCESS.**

- By checking this box I am requesting that I be paid year round for 26 pays of the school year/fiscal year.
  
- By checking this box I **DECLINE** the Annual Pay Option Change to be paid year round for 26 pays. I understand my annual salary will be divided by the length of my contract or the number of pays remaining in the length of my contract.
  
- I was hired after October 31 and I understand the year round pay option is **NOT AVAILABLE** to me this school year.

\_\_\_\_\_  
School/Location

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Full Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature