HUMAN RESOURCES
JEFFERSON PARISH SCHOOLS
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058
(504) 349-7866
jpschools.org

Updated: November, 2020

DR. JAMES GRAY
SUPERINTENDENT

DONNA W. JOSEPH
CHIEF HUMAN RESOURCES OFFICER

Payroll Choice Form

☐ I wish to be paid on a ten (10) month basis (**20 checks**)
- (from 9/15-6/30)

☐ I wish to be paid on a twelve (12) month basis (**24 checks**)
- (from 9/15-8/31)

Note (1): Any/all positions held will be paid as indicated above.

Note (2): Revisions to payroll choice must be made in writing to Human Resources between June 1st and August 15th. If the request is made outside the timeframe– the payroll choice that was previously on file –is what will be used.

Note (3): Once payment is received based on original payroll choice, it cannot be changed until the following year.

To ensure your information is updated accurately, please PRINT CLEARLY.

Name:
Contact #:
School/Department:
Date:
Employee Signature: