



MEMO- UPDATED

TO: FCUSD Employees working less than 12 Months

FROM: Brooke Knight, Payroll/Benefits Manager

DATE: June 07, 2024

SUBJECT: 2024-2025 Annualized Pay/12 Month Deferred Pay

Employees that work less than 12 months each school year can decide how they want to have their pay distributed for the 2024-2025 school year. Prior to deciding, there are a few facts to consider about the deferred pay option:

Once enrolled in Defer pay you cannot opt out until the following school year.

- Statutory and Voluntary deductions (i.e., Taxes, TSA, 403B, section 125, etc.) will be deducted August through May (10 pay) or August through June (11 pay) determined by your position.
- **10-month employees** choosing “Deferred Pay,” will have 20% of the net monthly pay held back to provide you with two net paychecks payable **June 30th and July 31st**.
- **11-month employees** choosing “Deferred Pay,” will have 10% of the net monthly pay held back to provide you with one net paycheck payable **July 31st**.
- If you elected to participate in the Summer Assistance Program (CSESAP), the program does allow you to participate in both. However, be mindful it will result in larger deductions.

Employees currently on “Deferred Pay” may end the deduction by checking the “cancel my deferred pay” box on the change request form.

Employees who do not wish to make a change *are not* required to take any action.

Please keep in mind that employees working less than 12 months returning to work for the 2024-2025 school year will receive their next check/deposit at the end of August.

Changes must be made between now and **August 19th** (Prior to your first regular payroll check for 24/25) through TalentEd – Records- Available forms (left side) – Defer pay (alphabetical order) to be in effect for the 2024-2025 school year. Should you have any questions, please email your Payroll Accountant.

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