

PAYROLL ELECTION FORM

As an employee of the Yuba County Office of Education that works less than 12 months per year (210 days or less), you have the following options to receive your annual salary. To select how you would like to receive your annual salary, place a check mark (✓) in the appropriate box.

- Receive my annual salary in eleven (11) equal payments and, therefore, would not receive a check for the month of July. I understand that all payroll deductions/withholdings (such as medical insurance, TSA, etc will come out of eleven (11) checks.)
- Receive my annual salary in eleven (11) equal payments, but I would like to have 1/11 withheld out of each check and have the money paid to me in a separate check as part of the June Payroll each year. I understand I will receive my normal paycheck in June in addition to this extra check. I understand that all payroll deductions/other withholdings are inflated by the total months I work in a school year, so the paycheck I receive for July will not have any deductions/other withholdings withheld.
- I have been given my annual salary but would like to know the deductions and net pay for each of my paychecks. Payroll will send you a Payroll Detailed Report (Pay03) to your YCOE email.

Employee Name (Please Print)

YCOE Email

@yubacoe.k12.ca.us

Signature

Date