



# 11 MONTH EMPLOYEE PAY PERIODS SELECTION FORM

All 11-Month employees must select the number of pay checks they wish to receive each school year.

### Instructions:

- **New and Return/Rehired Employees** - Complete this form as part of your new hire packet.
  - Return to Human Resources, District Office, 1800 Solar Dr. Oxnard, CA 93030
- **Current Employees** – Complete this form to select updates or changes to previous selections
  - Return to Payroll, District Office, 1800 Solar Dr. Oxnard, CA 93030 or [payroll@oxnardunion.org](mailto:payroll@oxnardunion.org)

### Request Type:

- New or Rehire – New Selection                       Current Employee – Updates or Changes to Selection

### Employee Information:

Employee ID # (Required): \_\_\_\_\_

Employee Name (Required): \_\_\_\_\_  
*LAST NAME, FIRST NAME MIDDLE INITIAL*

### Selection:

- 11 Payments.**
- 11 months of pay paid over 11 months
  - Paychecks issued August to June of each year
- 12 Payments – Summer Savings Program (Summer Arrears).**
- 11 months of pay paid over 12 months
  - Paychecks issued August to June of each year
  - July Summer check issued on 06/30 of each year

### Acknowledgment:

I understand and agree that I will receive my pay according to the payment schedule I have selected above. This selection will remain in effect until I submit a new form to request a change.

*Selections submitted after the 15<sup>th</sup> of the month will be effective in the following pay period.*

**Employee Signature (Required):** \_\_\_\_\_ **Date (Required):** \_\_\_\_\_

### Payroll/Human Resources:

Date Received: \_\_\_\_\_ Effective: \_\_\_\_\_