



**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

398 B St. South San Francisco, CA 94080

(650) 877-8700

www.ssfusd.org

*Dr. Shawnterra Moore, Superintendent*

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## Deferred Net Pay

As an employee at South San Francisco Unified School District (SSFUSD), you are paid for the months that you work. See the table below for your pay schedule. All paychecks are disbursed on the last business day of the month.

Position Type	Pay Schedule	Timeframe
General Teacher (Including all Elementary, Secondary Single Subject)	10-month employee	August - May
Special Education Teacher (Including Early Childhood Special Education Teacher)	10-month employee	August - May
Adult Education Teacher	Hourly	September - June
Early Childhood Teacher	10-month employee or 12-month employee (see offer letter for details)	August - May (10-month) July - June (12-month)
Speech Therapists	10-month employee	August - May
Psychologist	11-month employee	August - June
Classified position working less than 12 months	10-month employee 11-month employee	August - May (10-month) August - June (11-month)

Under California Ed Code 45165, you may elect to have pay withdrawn from your paycheck so that your pay is spread across 12 months. This program is called Deferred Net Pay (DNP).

Please indicate if you would like to have your pay spread across 12 months:

- Yes, I would like to receive 12 paychecks. I understand that all deductions will be made according to my employee classification. I understand that this pay plan will continue to be in effect until canceled by written notice ahead of the next fiscal year.
  
- No, I do not wish to enroll in DNP. I understand that by not enrolling, I will not have a paycheck during the months which I am not working.

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Signature

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Date



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### Ed Code 45165

The governing board of any school district not paying the annual or monthly salaries of persons employed by the district in 12 equal monthly payments may withhold, upon election by the individual employee, from each payment made to such employee an amount as follows:

- (a) For an employee employed 11 months of a year an amount equal to 8 1/3 percent thereof and the total amount deducted to be paid not later than the 10th day of September next succeeding.
- (b) For an employee employed 10 months of a year an amount equal to 16 2/3 percent thereof and the total amount deducted to be paid in two equal monthly installments not later than the 10th day of August and the 10th day of September next succeeding.
- (c) For an employee employed nine months a year an amount equal to 25 percent thereof and the total amount deducted to be paid in three equal monthly installments not later than the 10th day of July, the 10th day of August and the 10th day of September next succeeding.

Once an employee has elected to be brought under the provisions of this section such election shall not be revocable until the commencement of the next ensuing fiscal year. However, in the event any employee leaves the service of the district by death or otherwise before receiving such monies as may be due him, the amount due him shall be paid within 30 days of the last working day to him or any other person entitled thereto by law.

If you have questions about DNP, please contact Payroll:

Employees with last names **A-K**: Mary Anne Soliman  
Payroll & Benefits Technician  
(650) 877-8729  
[msoliman@ssfusd.org](mailto:msoliman@ssfusd.org)

Employees with last names **L-Z**: Jewel Fausto  
Payroll & Benefits Technician  
(650) 877-8728  
[jfausto@ssfusd.org](mailto:jfausto@ssfusd.org)

Payroll & Benefits Supervisor: Marilou Tolentino  
(650) 877-8692  
[mtolentino@ssfusd.org](mailto:mtolentino@ssfusd.org)