

Alisal Union School District

1205 E. Market St., Salinas, California 93905

(831) 753-5700

Fax (408) 753-5757

To: Traditional School Administrative Staff

From: Payroll Technician, ext. 2030

Subject: Payroll Option

Certificated Employees in traditional schools are paid 11 months. Most opt for deferred pay so that they will have 12 paychecks through the year.

Please identify below which option you want. This choice will remain in force until you submit a new form.

To: Payroll Technician

I choose the following pay option. I understand that this choice remains in effect until I submit a new form.

Choose One	Months to receive Payroll Checks
<input type="checkbox"/> 11 months/1 month deferred	August – July (12 months)
<input type="checkbox"/> 11 months	August – June (no check in July)

Employee Name (Print)

Employee Social Security Number

Employee Signature

Date

Return to District Payroll Office

Not Later than June 10th

Failure to do so will put you on a 11 month/1 month deferred pay schedule for the year