



Summer Pay Program Request

REQUEST TO START

Summer Pay Program Guidelines:

Summer pay will be paid to the employee in the months that he/she is not contracted to be paid during the Summer pay periods of July and August on the established pay dates. Summer pay deductions are calculated on a percentage of the employee's gross earnings and are deducted after taxes are calculated.

Upon separation from the district, this contract will terminate itself. Any Summer pay held to date would be paid on the next pay date to be processed.

NOTE: Your summer pay amount will be reduced if one of the following occur:

- Your base earnings are reduced due to a payroll dock
- If you sign up for this program after September payroll

Please begin deducting summer pay from my paycheck. I understand that all deduction requests received by the 15th of the month will be processed for that pay period, with no exceptions.

I further understand that if I wish to stop Summer pay from being withheld, I need to complete a "Stop Summer Pay" request and submit it to the Payroll Department by the 15th of the month. It will be paid to me on the pay-date which follows the cut-off of the 15th, with no exceptions.

Important note: One (1) change is allowable per fiscal year.

The total amount withheld and total amount scheduled to be paid to you is displayed on your check stub in the FYTD column next to "SUMMERHELD"

Employee Paid Deductions	Current	YTD	FYTD
SUMMERHELD			

Employee Name (Please Print): _____

Employee Signature: _____

Employee ID#: _____

Today's Date: _____

Current Position: _____