

SOMERS CENTRAL SCHOOL DISTRICT

Business Office – at SIS  
240 Route 202  
Somers NY 10589

TO: All Full Time Employees

FROM: Doreen Morehead, Senior Payroll Clerk

RE: Payment Options for Extra-Pay Positions (Stipends)

Note: These options are only available for *full time employees*. If you do not return this form, you will received one lump sum payment in June 2018. All others will be paid a lump sum in June.

Please indicate how you would like to be paid for your Extra Pay Position(s).

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**After August 25, 2017, the biweekly option is no longer available.** Please indicate one position per line. If you require additional lines, please make a copy of this form. Provide the specific title as listed on the posting.

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Payment Option (please choose one):

Biweekly - divided into 22 payments

Two payments – January 2018 and June 2018

One payment – lump sum in June 2018