

SOMERS CENTRAL SCHOOL DISTRICT

Business Office – at SIS
240 Route 202
Somers NY 10589

TO: All Full Time Ten-Month Employees
FROM: Doreen Morehead, Senior Payroll Clerk
RE: **22 or 26 Payroll Check Option**

Somers Central School District currently offers employees the option of selecting either 22 or 26 pay periods. This selection is irrevocable once the school year has commenced. For current employees, the deadline for submitting this request is June 30th. For new employees, selection must be made prior to August 20th. **Return form to Payroll Department at SIS/BO.**

This selection will also continue annually unless another selection form is submitted.

If selecting **22 payments**, each check will represent 1/22 of the salary due.

If selecting **26 payments**, each check will represent 1/26 of salary due. A separate check representing four payments will be issued with the last regular paycheck in June.

Employee's Name: _____

The election below is intended to meet the requirements of Internal Revenue Service Code §409a.



I elect 22 paychecks. Each check represents 1/22 of salary due.



I elect 26 paychecks. Each check represents 1/26 of the salary due. A separate check representing four payments will be issued with the last payroll in June.

Employee Telephone Contact Number: _____

Signature: _____ Date: _____