

BERRYESSA UNION SCHOOL DISTRICT  
1376 Piedmont Road  
San Jose, CA 95132

PAYROLL OPTION REQUEST

Name \_\_\_\_\_ Date \_\_\_\_\_  
PLEASE PRINT

This form must be completed by every ten or eleven-month employee in the District. Your salary will be paid in accordance with one of the two plans listed below. The payroll option that you select will not be changed during the school year and can only be changed before the beginning of the school year.

Select one of the following options and mark (x) in the appropriate space.

PLAN A \_\_\_\_ Be paid on September 30 through June 30, 1/10 of the annual salary after necessary deductions.

PLAN B \_\_\_\_ Be paid on September 30 through August 31, from a voluntary deduction (**deferred pay**) of 16 2/3% (0.167) x monthly salary after deductions, to be deposited in the County General Fund for disbursement on July 31<sup>st</sup> and August 31<sup>st</sup>.

Please indicate if you are a 10 month \_\_\_\_ or 11 month \_\_\_\_ employee.

\*\* PLEASE NOTE: Voluntary Deductions (i.e. credit union contributions, tax shelter contributions, etc...) are only deducted from regular work months. Ten-month employees have voluntary deductions taken out only 10 months out of the year, from September through June. Eleven-month employees have them taken out only 11 months out of the year, from August through June. Please contact Payroll if you would like further clarification.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
S.S. # (last four digits)