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PAY FREQUENCY

TEC employees are paid on the 15th and the last day of the month (except if those days fall on a holiday or weekend when payday would be the day preceding the holiday or weekend).

Teachers, Counselors, and Therapists may elect to be paid over 20 or 24 pay periods.

Please complete the election form below and return to Human Resources within 5 days of receipt.

Please note that this pay frequency can only be changed on an annual basis

<i>Employee Use:</i>	
_____ Last Name, First Name	
I elect to be paid over:	
20 pay periods (10 months)	
24 pay periods (12 months)	
This election can only be changed on an annual basis	
<i>Authorization:</i>	
_____ Employee's Signature	_____ Date
<i>Office Use Only</i> Date Received: _____ Copies to: ___ Payroll ___ Administration ___ Other	