



## Pay Frequency

As an employee of The Education Cooperative, you have the option to divide your annual salary into 22 or 26 equal payments.

Please select one and sign below. Please return this election form to the Human Resources office no later than September 1, 2010.

I wish to have my salary for the 2010/2011 school year paid as follows:

\_\_\_\_\_ **22 pays** - 22 equal bi-weekly payments starting with first pay of the school year ending at completion of work year. (10 months)

\_\_\_\_\_ **26 pays** - 26 equal bi-weekly payments starting with first pay of the school year. (12 months)

This payroll election is irrevocable for any particular school year and may not be changed or withdrawn after the beginning of the school year in which I am working. I understand this payroll election is effective for the 2010/2011 school year and all following school years, unless I choose to change my election by notifying the Human Resources office in writing prior to beginning work for that school year.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

**\*\*\*In the event that the Human Resources office does not receive this form with your payroll frequency election, you will automatically be placed on the 22-pay plan schedule.\*\*\***

*Office Use Only*    *Date Received:* \_\_\_\_\_ *Entered on PDS* \_\_\_\_\_