

**10 MONTH SALARIED EMPLOYEES (OPTIONAL)  
OR  
NEW 10 MONTH EMPLOYEES (MANDATORY)**

**CURRENT SALARIED 10 MONTH EMPLOYEES NEED ONLY TO COMPLETE THIS FORM TO CHANGE THEIR PAYROLL OPTION FOR THE 2007-2008 SCHOOL YEAR.**

**ALL REQUESTS MUST BE RECEIVED IN THE PAYROLL OFFICE BY JUNE 22, 2007 IN ORDER TO BE ACCEPTED.**

**IF NO REQUEST IS RECEIVED, YOUR STATUS WILL REMAIN THE SAME AS IN THE PRIOR YEAR.**

**NEW SALARIED 10 MONTH EMPLOYEES MUST COMPLETE THIS FORM PRIOR TO RECEIVING THEIR FIRST PAYROLL CHECK.**

21 PAYS \_\_\_\_\_ (**WILL NOT RECEIVE 4-IN-1 CHECK IN JUNE 2008**)

25 PAYS \_\_\_\_\_ (**WILL RECEIVE A 4-IN-1 CHECK IN JUNE 2008**)

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

