

WARWICK VALLEY CENTRAL SCHOOL DISTRICT

June 01, 2018

TO: All Teachers

FROM: Barbara Ripley Brown, PAYROLL, District Office

SUBJECT: Payroll Plan and Schedule for 2018-19

For the 2018-19 school year we are again offering a choice of payroll plans. Please note, that there is a major change in the Plan B selection. That plan will be subject to additional taxes on the final accumulation payment. The attached regulations and payroll calendar should explain the plans in full, but if you have questions, please contact the payroll office.

We request that each teacher submit his/her choice of payroll plan, if a change is desired. Please complete the form shown below and return it to your school office before June 21, 2018.

PLEASE NOTE THAT AN APPLICATION FOR DIRECT DEPOSIT OF PAYCHECKS IS AVAILABLE

FOR THE CONVENIENCE OF ANYONE WHO WOULD LIKE TO ENROLL IN THAT OPTION.

IT IS NOT NECESSARY TO FILL OUT THIS FORM IF YOU ARE ALREADY ENROLLED.

TO: Barbara Ripley-Brown, Sr. Payroll Clerk

I want my salary for the 2018-19 school year to be computed and paid according to the method checked below:

- Plan A - 22 Payments
- Plan B - 26 Payments

*****SEE REVERSE FOR ADDITIONAL INFORMATION.**

Once elected, method of payment may not be changed during the school year.

Legal Name Printed:

Legal Name Signature:

Date:

Method of Payment - Teachers and Administrators

All 10-month teachers shall have the option of choosing Plan A or Plan B as outlined above. Administrative and other 12-month positions will be calculated on a daily payment plan with payments starting in July 2018.

PLAN A - 22 payments

Contract salary will be divided in 20 equal payments; the first payment will be on a per day basis. Payment will be made every other week, September through June, with the final payment distributed on the last day of school.

PLAN B - 26 Payments

Contract salary will be divided into 24 equal parts; the first payment will be on a per day basis. Payment will be made every other week, September through June. The final payment will be on the last day of school. The four accumulated payments will be distributed on the prior day to the last day of school.

Day of Payment

Payment will be made every other Friday, September through June, unless noted, otherwise on the attached schedule of pay dates.

Forms and Records

All required information pertaining to withholding, insurance, retirement, etc. must be completed and submitted to the Secretary of the Superintendent by August 17, 2018. Failure to supply necessary information will result in a delay of payment.