

Schenectady City School District

Method of Salary Payment for Teachers

(Deadline for submission is August 2)

Please complete as soon as possible, sign, and return to the:

Payroll Department

via Let's Talk or Inter-Office Mail

Beginning with the school year 20___ - 20___, I request that my salary be paid to me in: (please check one of the following)

Option 1. 21 Equal installments

Option 2. Lump Sum Check- Salary is divided by 25 and you receive 21 checks equal to 1/25th of the annual salary, with a final large check in June, equal to 5/25th of the salary.

I understand my election will remain until I elect a different option.

Name (please print)

Signature

Date

School or Department