

2021-2022 Check Distribution Form

Form Instructions
<p>This form is for members of the Ithaca Teachers Association (ITA), Education Support Professionals/Ithaca (ESP/I) & 10 Month Service Employees</p> <p>Please note, there are only two (2) paycheck distribution schedules for you to choose from (22 paychecks or 26 paychecks). If you do not know whether you are currently on a 22 paycheck schedule or a 26 paycheck schedule, please call the Office of Human Resources at 274-2310 (ITA), 274-2138 (ESP/I), or 882-9542 (Service).</p>
INITIAL ELECTION UPON HIRE (Check one)
<p><input type="checkbox"/> I elect to have my annual salary distributed over twenty-two (22) pay periods from September through June</p> <p><i>The twenty-two (22) periods begin with one smaller check in September followed by twenty-one (21) full paychecks through June</i></p> <p><input type="checkbox"/> I elect to have my annual salary distributed over twenty-six (26) pay periods from September through June.</p> <p><i>The twenty-six (26) paychecks will be distributed during twenty-two (22) pay periods from September through June plus ONE (1) separate lump-sum distribution in June for the remaining four (4) pay periods. This is also commonly known as the "lump sum summer check."</i></p>
DESIRED CHANGE (Check one) <i>You only need to complete this part if you wish to change your current schedule</i>
<p><i>If you are currently receiving the 22-paycheck distribution and would like to change your option to the 26-paycheck distribution (lump sum summer check), please note this change below.</i></p> <p><input type="checkbox"/> I wish to change my option from twenty-two pay checks throughout the school year to the "lump sum summer check" (twenty-six pay checks).</p> <p><i>If you are currently receiving the 26-paycheck distribution (lump sum summer check) and would like to change your option to the 22-paycheck distribution, please note this change below.</i></p> <p><input type="checkbox"/> I wish to change my option from the lump sum summer check (twenty-six pay checks) to twenty-two pay checks throughout the school year.</p> <p style="text-align: center;">The open period to change your designated annual salary distribution will end on May 31, 2021.</p>
EMPLOYEE AUTHORIZATION FOR SALARY DISTRIBUTION
<p>Employee Name _____ Employee # (ICSD ID) _____</p> <p>Signature _____ Date ____/____/____</p>
<p>THIS FORM MUST BE RETURNED <u>ON OR BEFORE MONDAY, May 31, 2021</u> TO:</p> <p>T-S-T BOCES Central Business Office Attn: Gary James 555 Warren Road, Ithaca, NY 14850</p>