

WAYNE COUNTY SCHOOLS
PAYROLL SCHEDULE ELECTION

Employees who work less than 12 months per year may be paid over 12 months. This is called "annualized compensation". Due to recent IRS regulations, you must make a written election to receive annualized compensation. Please initial your selection, sign, and return this form before your first day of work. **If you fail to return this election form, Wayne County Schools will not annualize your compensation during this school year.**

IRS regulations provide that, once you have made an election, you may not revoke it. As with any income tax matter, please contact your personal tax counselor if you have questions.

Please initial your election below:

_____ I elect annualized compensation. I understand that my compensation will be paid pro rata in 24 equal installments over the twelve-month period that begins at the beginning of the school year. I understand further that payroll deductions for taxes and benefits will be taken from each pay check.

_____ I do not elect annualized compensation. I understand that I am responsible for timely submission of any voluntary deductions that I may have during the months of July and August.

I understand that this election must be completed, signed, and returned to the finance office before I begin performing services for the school year. I understand that my failure to make a timely election will result in my being deemed automatically to have elected for my compensation to be paid over a 10 month period.

Nothing in this election affects or modifies my status as an at-will employee, affects or modifies any rights I may have under a contract, if any, affects or modifies any personnel policy or procedure of the Wayne County Schools, or affects or modifies the right of the Wayne County Schools to discharge, discipline, or suspend any employee. Nothing in this election will be construed to permit me to receive any compensation that is not earned or accrued.

I understand that, once I begin performing services for a school year, this election (including any deemed automatic election) cannot be changed for compensation to be earned for such school year. I understand further that this election will remain in effect for subsequent school years unless I submit a revised election to the Wayne County Schools finance office prior to the date I begin performing services for such subsequent school year.

Signature

Employee ID Number

Printed Name

Date