Employee ID # _____

School Year Beginning July 1, _____

Northwest Regional Education Service District

Paycheck Distribution Form For 190 Day Employees

Form 48

Before the first checks for the school year can be issued, employees that work 190 days per year must choose how they would like their pay distributed. Below are the options available. Please read through these options and choose the number of checks you would like to receive. Employees that are considered twelve-month employees that normally work and receive a check every month of the year do not need to fill out this form.

You must return this form by September 10th. If we do not receive this form, you will be defaulted to receive 12 checks and you will not be able to change until the next school year.

Paycheck Distribution

10 Checks

* Your normal schedule is September through June.
* Your salary is divided by 10 and paid as one check per month.
* Your summer benefits will be deducted THREE times from your single June check.

12 Checks

* Your normal schedule is September through June
* Your salary is divided by 12 and paid as one check per month, September through June with two additional checks in June.
* Your summer benefits will be deducted ONE time from EACH June checks.

Please e-mail payroll@nwresd.k12.or.us if you have any questions.

I am requesting that I receive:

☐ 10 Paychecks or ☐ 12 Paychecks

I understand that this request will remain in effect and cannot be changed until July 1 of the following year unless a change in my status during the year causes my wages to be recalculated/redistributed (i.e.: FMLA, unpaid leave, etc).

Please Print Employee Name	Employee Signature/Date