

**RSU 3 - PAYROLL ELECTION FORM - Cooks**  
**2023-2024 SCHOOL YEAR**

**REGULAR POSITION:** \_\_\_\_\_ **EMPLOYEE NAME:** \_\_\_\_\_

(please print clearly)

As a school-year hourly employee, I hereby elect to have my pay (check ONE):

**GROSS PAY AVERAGED OVER 25 PAYS\***  
**(September 21, 2023 through August 22, 2024\*)**

**PAID AS EARNED**

**\*2023-24 Year:**

- **September 7th pay will be paid as earned**
- **If pay averaging is selected, the remaining pays will be averaged**

**FEDERALLY FUNDED EMPLOYEES ONLY - PAY AVERAGED OVER 25 PAYS:**

In the last June paycheck, which is June 27, 2024, you will receive a lump sum payment for June 27, 2024 through August 22, 2024 – total of 5 payments. (All of the 5 payments are calculated individually for tax and deduction purposes.

If at any time during the school year your position becomes federally funded – the above will apply. You will be notified if this happens.

Note: Gross Pay is prior to employee's payroll taxes and deductions

I understand that **NO voluntary change** can be made after I receive my first pay averaged paycheck.

In the event of mid-year leave of employment, I authorize RSU 3 to deduct any overage paid to-date from my last paycheck and if that is insufficient to cover any overpayment, I will pay RSU 3 direct.

I understand this form must be returned to Pam Harper at RSU 3 Central Office, 84 School St, Unity; or via email: [bvandeventer@rsu3.org](mailto:bvandeventer@rsu3.org) or Fax to 948-6209 by Thursday, September 7, 2023. If not received **by September 7, 2023**, I will be PAID AS EARNED for the year.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**For HR use:**

Date Received: \_\_\_\_\_ Position: \_\_\_\_\_

Hourly Pay Rate: \$ \_\_\_\_\_ Hours Per Day: \_\_\_\_\_ Days Per Year: \_\_\_\_\_ Hours Per Year: \_\_\_\_\_

Annual Regular Position Gross Pay: \$ \_\_\_\_\_

Subtract 1<sup>st</sup> September paycheck amount paid as earned: - \$ \_\_\_\_\_ Hours Paid: \_\_\_\_\_

Remaining Regular Gross Pay to be averaged = \$ \_\_\_\_\_

Average Gross Pay over 25 paychecks = \$ \_\_\_\_\_

Average Remaining Hours over 25 paychecks = \_\_\_\_\_

Payroll Position Maintenance Updated: \_\_\_\_\_ (check)